



January 3, 2023

Edgardo E. Tulin, Phd
President
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

Good day!

I am writing to you to request from your good office for me to continue to report to office despite of my retirement effective January 1, 2023 for the following reasons:

- 1) I still have one graduate course handle this semester with one graduate student enrolled, and
- 2) I still finalizing the final reports of some of my research projects for submission to the finding agencies.

For these reasons, I am requesting permission from your good office for me to continue reporting to office and to allow me to continue using the facilities of the university until the completion of my reports and other responsibilities.

Thank you very much and Happy New Year!

Sincerely yours,

PASTOR P. GARCIA, PhD
Associate Professor IV, EcoFARM I

Noted:

DHENBER C. LUSANTA
OIC-Director, EcoFARM I

Approved:

EDGARDO E. TULIN
President