



October 3, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: Dr. Daniel Leslie S. Tan  
Vice Pres. For Administration & Finance  
& Chairman, NAPB


Dear Dr. Tulin:

Please accept this letter of notification for my intent to retire and to ask your permission that I will be allowed to transfer to Procurement Office due my health condition till my retirement on July 1, 2023. I was diagnosed by my doctor to have Chondromalacia Patella and he advised me to avoid going up and down the stairs. Attached herewith is my medical certificate.


It is with a heavy heart that I will leave VSU for the last 40 years, but I already decided that it is time for me to retire due to my health and to spend more quality time with my family.

May I take this opportunity to thank you for the help, support and opportunities I received while working at VSU. It has been my most remarkable experiences and I enjoyed all the precious time spent with you and the rest of my VSU family.

Yours Sincerely,

  
ARLIN B. FLANDEZ

NOTED:

  
MARIA TERESA A. CRUZ  
Internal Auditor IV

Recommending Approval:

ALLEN GLENNIE P. LAMBERT  
Executive Secretary

Approved:

EDGARDO E. TULIN  
President