



June 30, 2022

**EDGARDO E. TULIN, PhD**  
President, Visayas State University  
Baybay City, Leyte 6521-A

Dear Sir:

Greetings!

This is with reference to the letter dated December 13, 2021 addressed to Mr. Dhenber C. Lusanta and signed by the Secretary of the VSU Scholarship/Fellowship Committee for Academic Staff (VSFC-AS) regarding the pending action on my application to go on Sabbatical Leave starting March 15, 2022 subject to submission of my workload for the past three years. As of this date however, the signatories for the appointment for my workload for the past three years has already retired, specifically Dr. Othello Capuno and Dr. Jose L. Bacusmo. It seems to me that there is an impasse who will sign for the appointment.

In view of this situation, I would like to request from your office, to forego my application for Sabbatical Leave and instead request permission to retire from service effective January 1, 2023.

Thank you very much and hoping for your affirmative response on this request.

Very truly yours,

  
**PASTOR P. GARCIA**

Endorsed by:

ECOFARMI Personnel Committee:

  
**DHENBER C. LUSANTA**  
Chairman

**FE M. GABUNADA**  
Member

Sabbatical Leave  
**ROMEL B. ARMECIN**  
Member

**MAREJEN A. VILLAREMO**  
Member

**JEROME O. ARRIBADO**  
Member