



February 20, 2023

Dr. Dilberto Ferraren
VP for Resource Generation and Auxiliary Services
Visayas State University
Visca, Baybay, City

Dear Dr. Ferraren:

My 6 month grace period to stay in my unit (Apt 87) will end on February 28, 2023 exactly six months after I retired. As of today I am not done with my clearance and I need time to clear at the supply office for the equipment that I signed for. For this reason, I wish to request for a 2- month extension (March to April) of my stay in the apartment. This will give me sufficient time to finish my clearance and to pack all my things. Also I wish to attend the VSU anniversary this coming April, 2023.

I have already paid the rent and the water and garbage fees until February. For electricity I have only paid until December 31, 2022. The bill for January and February 2023 are not yet available when I made the payments but I will pay it as soon as the bill will be available. I will pay my monthly dues for March and April when my request gets approved.

Thank you

Very truly Yours,

MA. SALOME B. BULAYOG
Retired DOE faculty

Approved:

DILBERTO FERRAREN, JR.
VP for Resource Generation & Auxiliary Services