



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

June 24, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Mr. Jerome O. Arribado**
Director, Eco-FARMI

Dr. Elwin Jay V. Yu, MD
Vice President for Administration and Finance
NAPB Chairman

Dear **Dr. Yepes**:

I hope this letter finds you well! It is with a heavy heart that I am writing to formally tender my resignation as an Administrative Aide IV in the Eco-FARMI, Visayas State University, effective July 16, 2024.

My decision to resign is not easy. This decision is related to the fact that my family and I live with my parents, and as their daughter, I feel the need to carry out my duties and responsibilities for them. My parents are now 68 and 64, and they have health conditions that necessitate medication maintenance, quarterly checkups, and laboratory tests that require a huge amount of money. Thus, I made a hard decision to choose a better and greener opportunity outside the Visayas State University in order to help my husband with our financial duties as a family and to meet my parents' healthcare needs.

I am deeply grateful and appreciative of you giving me a chance to become one of your regular employees here at VSU after working since June 2016 until today for 6 years and a half under a job order contract, hopping from one office to another. I became a regular employee last year, in August 2023. Being a regular employee at VSU is a dream come true for me. I am very thankful and happy.

I would also like to express my gratitude to my Eco-FARMI family for the trust, support, and guidance you have given me throughout my tenure. I am truly grateful for all the learning and understanding.



**ECO-FARM AND RESOURCE MANAGEMENT
INSTITUTE**

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I understand the impact of my resignation. I am willing to assist in making this transition as smooth as possible. I am committed to completing my job and ensuring a seamless handover of my responsibilities.

I appreciate your understanding and support in this matter.
Thank you and God bless us all!

Sincerely,


VANESSA MAY B. MILAN
Admin Aide IV

Noted:


JEROME O. ARRIBADO
Director, Eco-FARMI

Recommending Approval:

ELWIN JAY V. YU
VP for Administration and Finance
NAPB Chairman

Approved:

PROSE IVY G. YEPES
President