



December 1, 2021

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

Thru: **Dr. Daniel Leslie Tan**  
VP for administration and Finance

Dear **Dr. Tulin**:

Warm greetings!

I would like to inform you that I will be filing my retirement effective July 1, 2022. With almost forty years of service to the university as a Recording Technician/Administrative Assistant V, I am sure that I have contributed much to the noble cause of VSU Radio DYDC FM 104.7. Most importantly, I am able to achieve my goals in life as a Radio Recording Technician. I was even able to attend International trainings which I considered a rare privilege for an employee like me. Again, thank you so much for your valuable support to my career.

I hope for your kind approval of this request. God Bless and keep safe.

Very truly yours,

**CARMELA A. YAMADA**  
Administrative Assistant V  
VSU Radio DYDC-FM

Noted:

**ROTACIO S. GRAVOSO**  
Station Manager, DYDC-FM

**EDITHA G. CAGASAN**  
OIC Head, DDC

Recommending Approval:

**DANIEL LESLIE TAN**  
VP for Administration and Finance

Approved:

**EDGARDO E. TULIN**  
University President