

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF MERIDA

ACCEPTANCE OF RESIGNATION / RETIREMENT

Date: June 20, 2025

PHIALENE ROSARI C. BARONDA  
BRGY. LIBAS, MERIDA, LEYTE

MADAM :

In reply to your letter dated June 20, 2025 tendering your RESIGNATION from the position of Executive Assistant II, may I inform you that the same is hereby ACCEPTED to take effect on June 25, 2025.

Your services while employed from this Office have been rated as Very Satisfactory for your reference.

Very truly yours,

HON. ROLANDO M. VILLASENCIO  
Municipal Mayor

Received by:

Phialae Rosari Baronda  
Signature over Printed Name

Date:

June 23, 2025