

February 13, 2024

ANDREW RODOLFO T. ORAIS, DVM
Department of Agriculture RFO VIII
Kanhuraw Hill, Tacloban City

Thru: **RAQUEL G. NEGRADAS**
Chief, Human Resources Management Section

Dear Sir:

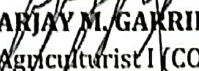
Good day!

It is with gratitude that I submit this resignation letter from my position as Agriculturist I under Field Operation Division - Livestock Program, effective February 29, 2024 as a Contract of Service employee. Further, I would like to express my heartfelt gratitude for the opportunity to serve this office starting on March 14, 2022. I value the experiences, insights, knowledge and skills I learned from my work in Field Operation Division. I have always been impressed by the professional attitude of all my co-workers, both in the field and at the office.

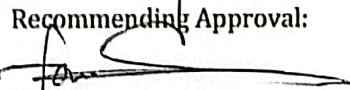
I hope to continue my career in this spirit; however, it is only after careful consideration that I have come to this decision and I am desirous on the new opportunity being offered to me at Visayas State University.

Please let me know what assistance I can offer during the transition period from my current role.

Sincerely,


ARIAY M. GARRIDO
Agriculturist I (COS)

Recommending Approval:


FELICIDAD ANTHEA L. NAPUTO, DVM
Livestock Program Focal Person

Approved/ Disapproved:


ANDREW RODOLFO T. ORAIS, DVM
Regional Executive Director