



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH  
AND DEVELOPMENT  
STUDIES**

October 13, 2025

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

Dear Pres. Yepes,

I, Ernesto Gonzaga, Jr., an administrative aide VI of the Institute for Strategic Research and Development Studies is formally notifying you of my decision to retire from my position effective July 1, 2026. It has been an honor and a privilege to work in this University for through my work I was able to provide the needs of my family. I am deeply grateful for the opportunities and experiences I have had during my employment.

Thank you once again for the opportunity to be a part of this institution.

Sincerely,

  
**ERNESTO A. GONZAGA, Jr**

Noted by:

**LILIAN B. NUÑEZ**  
Director

APPROVED:

**PROSE IVY G. YEPES**  
President



**INSTITUTE FOR STRATEGIC RESEARCH  
AND DEVELOPMENT STUDIES**  
Visayas State University, PQVV+WJC, Baybay City, Leyte  
Email: [isrds@vsu.edu.ph](mailto:isrds@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1049 & 1050



Management  
System  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
ID 9108658749



Page 1 of 1  
**FM-VSU-03**  
V4 01-23-2025  
No. 2025-311