



**UNIVERSITY OF THE PHILIPPINES
MANILA**

The Health Sciences Center
8th flr., PGH Building, Taft Avenue, Manila
hrdo.upmanila@up.edu.ph

LETTER OF INTENT TO RETIRE

MICHAEL L. TEE, MD, MHPED, MBA

Chancellor
University of the Philippines Manila

Dear **Chancellor Tee:**

Please accept this letter as my official notification of my intent for:

- Compulsory Retirement
- Optional Retirement
- Other mode of separation: _____

Effective: _____

My last day of actual service will be: _____

Thank you.

Signature of Applicant

Name of Applicant: _____
(Family Name) (First Name) (Middle Name)

Position: _____

Unit: _____

Status: Permanent Temporary Contractual Others

Director or Head of Unit

HRDO Director

RECOMMENDING APPROVAL:

APPROVED:

VCAA/VCAF

MICHAEL L. TEE, MD, MHPED, MBA
Chancellor