

DRN: _____

01 January 2025

[APPROVING AUTHORITY] -> REGIONAL DIRECTOR
[Position Title/Designation]

THROUGH: **[HEAD OF OFFICE/BUREAU/ SERVICE]** -> DIVISION CHIEF
[Position Title/Designation]

[IMMEDIATE SUPERVISOR]
[Position Title/Designation]

Dear **[Approving Authority]**:

This is to inform you of my non-intention to renew my Memorandum of Agreement (MOA), **effective at the end of business hours of 31 December 2025.**

[Lorem ipsum dolor sit amet...]

Yours sincerely,

[signature]
[NAME OF PERSONNEL]
[Position Title/Designation]
[Office/Bureau/Service]

Noted by:

[signature]
[IMMEDIATE SUPERVISOR]
[Position Title/Designation]

[signature]
[DIVISION CHIEF]
[Position Title/Designation]

Recommending Approval:

NORMAN S. LAURIO
Regional Director