



18 January 2022

**Edgardo E. Tulin**  
President  
Visayas State University

Dear **President Tulin**,

I wish to recommend **Dr. Daniel Leslie S. Tan** to act as Officer-In-Charge of the Office of the Vice President for Planning, Resource Generation and Auxiliary Services on January 20-21, 2022 or until my return. I will be in Danao City to conduct a post-qualification of Kauie Builders.

As OIC, Dr. Tan is authorized to discharge the duties and functions of the Vice President, in addition to his regular duties and responsibilities as Vice President for Administration and Finance.

Thank you very much.

Respectfully yours,

**DILBERTO O. FERRAREN**  
Vice President for Planning,  
Resource Generation and  
Auxiliary Services

Conforme:

**DANIEL LESLIE S. TAN**  
Vice President for Administration  
and Finance

Approved by:

**EDGARDO E. TULIN**  
University President