



July 26, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear President Tulin:

I wish to recommend Mr. Kenneth Oraiz to act as Officer-In-Charge of the Department of Soil Science on July 28 & 29, 2022 or until my return. I will be on leave (CDO).

As OIC, Mr. Oraiz is authorized to discharge the duties and functions of Department Head as well as my academic and research responsibilities in addition to his regular duties and responsibilities as Instructor.

Thank you very much.

Very truly yours,

**SUZETTE B. LINA**  
Head, DSS

Conforme:

**KENNETH ORAIZ**  
Instructor I

Recommending Approval:

**VICTOR B. ASIO**  
Dean, CAFS

Approved:

**EDGARDO E. TULIN**  
President