



June 29, 2022

Dr. DANIEL LESLIE S. TAN

Vice President for Administration & Finance
vSU, Baybay City, Leyte

Dear Dr. Tan:

May I recommend the designation of Ms. **JESSAMINE C. ECLEO** as Officer-in-Charge of the Office of the Head of Records and Archives (OHRA) on July 1, 2022 or until my return. I will be on SLP during this date.

As OIC, she is authorized to discharge all the functions of the office in addition to her regular duties and responsibilities.

Very truly yours,


MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives

Conforme:

JESSAMINE C. ECLEO
Information Systems Analyst II

Noted:

RYSAN C. GUINOCOR
Director, Administrative Services

Approved:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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