



April 28, 2022

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

Dear **Dr. Tulin**:

I would like to recommend Prof. Ed Allan L. Alcober to act as an Officer In-Charge of the Department of Agronomy on May 2 and 4, 2022 or until my return to office. On these dates, I will be on leave.

As OIC, Prof. Alcober is authorized to discharge the duties and responsibilities of the Department Head, in addition to his regular tasks as Faculty.

**RUTH O. ESCASINAS**  
Head, DA

Conforme:

**ED ALLAN L. ALCOBER**  
Assoc. Prof. II

Recommending Approval:

**VICTOR B. ASIO**  
Dean, CAFS

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Approved:

**EDGARDO E. TULIN**  
President