



February 23, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte


Thru: **DR. BEATRIZ S. BELONIAS**  
VP for Instruction

Dear Sir:

This is to recommend **Dr. Hernando L. Mondal**, faculty member of the Department of Forest Science as Officer In-charge (OIC) of the department on March 4, 2022 and or until my return to office. On these dates I will be on leave for personal reasons.

Hoping for your favourable consideration.

Respectfully yours,

  
**ANATOLIO N. POLINAR**  
Head, DFS

Conforme:

  
**HERNANDO L. MONDAL**  
Asst. Professor III

Recommending approval:

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

Approved:

**EDGARDO E. TULIN**  
President