



February 3, 2023

DR. EDGARDO E. TULIN
President
VSU, Baybay City, Leyte

Dear Dr. Tulin:

I would like to recommend Mr. Leonardo S. Toraja Jr. to act as the deputy Document and Records Controller (dDRC) in our office for the year or until a new regular staff is added to the office.

Thank you and more power.

Yours sincerely,

MARIA TERESA A. CRUZ
Head

Approved/Disapproved:

EDGARDO E. TULIN
President