



20 December 2022

EDGARDO E. TULIN, Ph.D.

President
Visayas State University
Baybay City, Leyte

Dear **Dr. Tulin**:

I wish to recommend **Mr. Charlindo S. Torrion** as Officer-in-Charge of the Department of Meteorology (DMet) on Dec 22-29 or until my return. I will be on leave during these dates.

As OIC, **Mr. Torrion** is authorized to discharge the function of the DMet head in addition to his present duties and responsibilities as Instructor except on policy-determining matters which should be referred to higher office.

Very truly yours,

Mr. CHARLIE S. ANDAN

Head, Department of Meteorology

Conforme':

Mr. CHARLINDO S. TORRION

Faculty, Department of Meteorology

Noted:

JANNET C. BENCURE, Ph.D.

Dean, College of Engineering and Technology

Recommending Approval:

BEATRIZ S. BELONIAS

VP, Academic Affairs

Approved:

EDGARDO E. TULIN, Ph.D.

President