



**December 27, 2021**

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

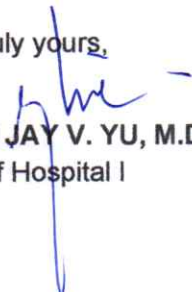
Through: **Dr. Daniel Leslie S. Tan**  
Vice Pres. for Admin. & Finance

**Dear Sir:**

I would like to recommend Dr. Sarah Aurora W. Tabada, Medical Officer III to be the Officer-In-Charge of the VSU Hospital on December 29 & 30, 2021 or until my return. I will be in Tacloban City to attend a Research Dissemination Activity on the Research Project entitled "Assessment of the health facilities in the Province of Leyte in compliance with the region health referral system and HCPN requirements".

As OIC, she has to discharge the functions as head of the VSU Hospital aside from her official duties and responsibilities.

Very truly yours,

  
**ELWIN JAY V. YU, M.D, MPH**  
Chief of Hospital I

Conforme:

  
**SARAH AURORA W. TABADA, M.D.**  
Medical Officer III

Recommending Approval:

**DR. DANIEL LESLIE S. TAN**  
Vice-Pres. for Admin & Finance

Approved by:

**DR. EDGARDO E. TULIN**  
President