

December 31, 2021

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


Dear Dr. Tulin:

This is to recommend the appointment of **Mr. Bert C. Peñalosa** as Officer-in-Charge of the Department of Business and Management on January 3-7, 2022. I will be on Leave (Calamity).

As OIC, he is authorized to fully discharge the duties and responsibilities as department head on the above-mentioned date.

Thank you.

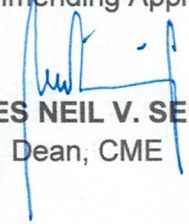
Very truly yours,


ANGELITA L. PARADERO
Head, DBM

Conforme:


BERT C. PEÑALOSA

Recommending Approval:


MOISES NEIL V. SERIÑO
Dean, CME

BEATRIZ S. BELONIAS
Vice Pres. for Academic Affairs

Approved:

EDGARDO E. TULIN
President