



December 6, 2021

**EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Sir:

This is to inform your good office that I will be on Leave this coming December 27-31, 2021. In view of this, I am recommending **DR. CHARIS B. LIMBO** as Officer-In-Charge of the VSU Integrated High School today.

As OIC, Dr. Limbo is delegated the authority of the Principal.

Thank you and more power.

Very truly yours,

  
**SHALOM GRACE C. SUGANO**  
Principal

Conforme:

**CHARIS B. LIMBO**

Assistant Professor II

Recommending Approval:

**BAYRON S. BARREDO**

Dean, College of Education

**BEATRIZ S. BELONIAS**

VP for Academic Affairs

Approved:

**EDGARDO E. TULIN**

President