



December 10, 2021

**DR. EDGARDO E. TULIN**  
President, Visayas State University  
Visca, Baybay, Leyte

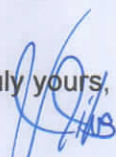
Dear Dr. Tulin:

May I recommend Ms. Geraldine T. Baro, as Officer-In-Charge of the University Library on December 23, 2021 I'll be enjoying my forced leave.

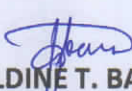
As OIC, Ms. Baro is authorized to discharge my functions in addition to her regular duties and responsibilities as Technical Librarian in-Charge.

Thank you for your support to this request.

Very truly yours,

  
**VICENTE A. GILOS**  
Chief Librarian

Conforme:

  
**GERALDINE T. BARO**  
College Librarian II

Recommending Approval:

**ALELI A. VILLOCINO**  
VP- Students Affairs & Services

Approved:

**EDGARDO E. TULIN**  
President