



19 December 2022

EDGARDO E. TULIN
President
Visayas State University

Dear **Dr. Tulin**:

This is to recommend Mr. Vicente A. Gilos, Chief Librarian, as Officer-in-Charge of the Office of the Vice President for Student Affairs and Services, on December 27-29, 2022. I will be on leave on the said date.

He is authorized to discharge the functions of the office in addition to his official duties and responsibilities.

Hoping for your kind approval.

Very truly yours,


ALELIA A. VILLOCINO 2022-63
VP for Student Affairs and Services

Conforme:

VICENTE A. GILOS
Chief Librarian

Approved:

EDGARDO E. TULIN
President