



VISAYAS
STATE UNIVERSITY



**NATIONAL SERVICE
TRAINING PROGRAM**

13 December 2023

DANIEL LESLIE S. TAN
OIC, President
Visca, Baybay City, Leyte

Thru: **ALELI A. VILLOCINO**
VP for Students Affairs and Services

Dear Sir Tan,

In view of my leave, may I designate Mr Jay C. Bansale to be my Officer-in-Charge in NSTP Office on December 14, 2023 or until my return.

As OIC he is authorized to discharge the functions of the Director of NSTP in addition to her regular duties and responsibilities as NSTP-CWTS Coordinator.

Thank you and more power.

Very truly yours,


JOY A. BELLEN
Director, NSTP Office

CONFORME:

JAY C. BANSALE
Coordinator, CWTS Office

RECOMMENDING APPROVAL:

ALELI A VILLOCINO
VP for students Affairs and Services

APPROVED:

DANIEL LESLIE S. TAN
OIC, President

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Page 1 of 1
FM-VSU-03
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