



August 12, 2022

DR. EDGARDO E. TULIN  
President  
VSU, Baybay City, Leyte

Dear Dr. Tulin,

I would like to recommend Dr. Guiraldo C. Fernandez Jr. to act as Officer-in-Charge of the Office of the Head for Internal Audit for the period August 15-19, 2022 or until my return.

As OIC, he is authorized to discharge the functions of the office in addition to his regular duties and responsibilities.

Thank you.

Respectfully,

MARIA TERESA A. CRUZ  
Head

**Conforme:**

GUIRALDO C. FERNANDEZ, JR  
BOR & University Secretary

**Noted:**

ALLEN GLENNIE P. LAMBERT  
Executive Secretary

Approved/Disapproved:

EDGARDO E. TULIN  
President