



4 May 2022

DR. EDGARDO E. TULIN

University President
Visayas State University
Visca, Baybay City, Leyte

Through: **DR. DANIEL LESLIE S. TAN**
Vice-President for Admin. and Finance

Sir:

May I recommend **Ms. MONA NENA B. GERALDO** to act as Officer-in Charge (OIC) in the Office of the Head of Budget on May 4, 2022 or until the return of the Budget Head. Ms. Alicia M. Flores is on calamity leave.

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

Very truly yours,

LOUELLA C. AMPAC
Financial Management Director

Conforme:

MONA NENA B. GERALDO
Admin. Aide III

By the Authority of the President:

DANIEL LESLIE S. TAN
Vice-President for Admin. and Finance