

OFFICE OF THE DIRECTOR FOR FINANCIAL MANAGEMENT

Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +503 565 0600/Local 1061 Email: louella.ampac @vsu.edu.ph Website: www.vsu.edu.ph

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



8Vision: Mission: