



January 10, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend **Dr. Bethlehem A. Ponce** as Officer-in-Charge of the Department of Liberal Arts and Behavioral Sciences on January 11, 2022 or until my return. I will be on leave on the said date.

As Officer-in-Charge, Dr. Ponce is authorized to discharge the functions of the Department Head in addition to her regular duties and responsibilities as faculty of the department.

Very truly yours,

JETT C. QUEBEC
Department Head

Conforme:

BETHLEHEM A. PONCE
Asst.Prof. I

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

BEATRIZ S. BELONIAS
Vice President for Instruction

Approved:

EDGARDO E. TULIN
President