



December 2, 2021

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte
6521

Thru: **DR. BEATRIZ S. BELONIAS**
Vice-President for Academic Affairs

Dear **Dr. Tulin**:

Greetings!

This is to recommend **Prof. Marlon F. Sacedon** as Officer-in-Charge of the Department of Physics on December 3, 2021 (Friday). During this period, I will be on leave because I have an important matter to attend to.

As OIC, Prof. Sacedon is authorized to discharge the functions as department head of the Department of Physics in addition to his present duties and responsibilities as a faculty of the Department of Physics.

I am hoping for your favorable response regarding this matter.

Thank you very much.

Very truly yours,


REV RHIZZA L. AURE
Head, DPhys

Conforme:


MARLON F. SACEDON
Faculty, DPhys

Noted:

MA. THERESA P. LORETO
Dean, College of Arts and Sciences



Recommending Approval:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Approved:

EDGARDO E. TULIN

President