



16 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. ALICIA M. FLORES** to act as Officer-in Charge (OIC) in the Office of the Director for Financial Management on May 17, 2022 or until my return. I will be on leave during this date.

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:

ALICIA M. FLORES
OIC, Head Budget Office

By the Authority of the President:

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