



18 January 2022

**Atty. Rysan C. Guinocor**  
OIC Director, Administrative Services  
Visayas State University  
Visca, Baybay City, Leyte

Dear Atty. Guinocor:

May I recommend the designation of **Ms. Graciana M. Espinosa** as Officer-In-Charge of the Office of the Head of Records and Archives (OHRA) on January 18-21, 2022 or until my return. I will be on work-from-home during these dates.

As OIC, Ms. Espinosa is authorized to discharge the functions of the office in addition to her official duties and responsibilities.

Very truly yours,

  
**MARIA ROBERTA S. MIRAFLOR**  
Head, OHRA

Conforme:

  
**GRACIANA M. ESPINOSA**  
Administrative Aide VI

Approved:

**RYSAN C. GUINOCOR**  
OIC Director, Administrative Services