



January 13, 2022

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

Through: Dr. Aleli A. Villocino
Vice Pres. for Student Affairs & Services

Dear Sir:

My Official Travel to Southern Leyte, may I designate Ms. Chona A. Brit to be my Officer-in-Charge of Office of the Dean of Students (ODS) on January 14, 2022 or until my return.

As OIC she is authorized to discharge the functions of the Dean of Students in addition to her regular duties and responsibilities as Head, Office of Student Welfare & Services.

Thank you.

Very truly yours,

MANOLO B. LORETO, JR.
Dean of Students

Conform:

CHONA A. BRIT
Head, OSWS

RECOMMENDING APPROVAL:

ALELI A. VILLOCINO
Vice Pres. for SAS

APPROVED:

EDGARDO E. TULIN
VSU President