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December 13, 2021

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

Dear Dr. Tulin:

I would like to recommend the designation of Ms. Crislin B. Cruz as Officer-in-Charge of the National Coconut Research Center-Visayas on December 13-14, 17, 20-23, 27-29, 2021 or until my return. I will be on Compensatory Day-Office (CDO) on the said dates.

As Officer-in-Charge, Ms. Cruz is authorized to discharge the function of the Director of the National Coconut Research Center-Visayas in addition to her duties and responsibilities as Core staff of the Center.

Thank you very much for your kind approval.

Very sincerely yours,

MARISEL A. LEORNA
Director, NCRC

Conforme:

CRISLIN B. CRUZ
Instructor I

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension
and Innovation

Approved:

EDGARDO E. TULIN
President