



February 2, 2022

Dr. Edgardo E. Tulin

President

Visayas State University

Baybay City, Leyte

Dear Sir,

I would like to recommend **Prof. Senona A. Cesar** as officer-in-charge of the Department of Biological Sciences on February 3-4, 2022 or until my return, since I will be on travel on the said date.

As OIC, she is authorized to discharge the functions of the department head in addition to her present duties and responsibilities.

Thank you very much.

Very truly yours,


ANALYN M. MAZO

Head, DBS

Conforme:


SENONA A. CESAR

Assoc. Professor V, DBS

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

EDGARDO E. TULIN

President