



January 17, 2022

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

Thru: **Dr. Victor B. Asio**  
Dean, CAFS

Dear Dr. Tulin:

I would like to recommend **Dr. Ivy C. Emnace** as Officer-in-Charge of the Department of Food Science and Technology on January 18, 2022 or until my return to office. On this date, I will be on leave.

As OIC, **Dr. Emnace** is authorized to assume the duties and responsibilities of the department head of DFST in addition to her regular tasks as Associate Professor.

Sincerely,

**LORINA A. GALVEZ**  
Head, DFST

Conforme:

  
**IVY C. EMNACE**  
Associate Professor

Recommending Approval:

**VICTOR B. ASIO**  
Dean, CAFS

Approved:

**EDGARDO E. TULIN**  
President