



December 13, 2021

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 December 13, 2021 or until my return, since I will be on leave 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
ANALYN M. MAZO
Head, DBS

Conforme:

Senona A. Cesar
SENONA A. CESAR
Assoc. Professor V, DBS

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

EDGARDO E. TULIN
President