

DEPARTMENT OF BIOLOGICAL SCIENCES

Visca, Baybay City, Leyte, 6521-A PHILIPPINES Phone: +63 53 563-7536; local 1019 Email: dbs@vsu.edu.ph Website: www.vsu.edu.ph

December 13, 2021

Dr. Edgardo E. TulinPresident
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

Head, DBS

Conforme:

SENONA A. CESAR

Assoc. Professor V. DBS

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

EDGARDO E. TULIN

President



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. Page 1 of 1 FM-VSU-03 v0 05-04-2020

No. DBS-06-2021