

22 December 2021

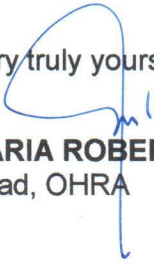
Atty. Rysan C. Guinocor
OIC Director, Administrative Services
Visayas State University
Visca, Baybay City, Leyte

Dear Atty. Guinocor:

May I recommend the designation of **Ms. Graciana M. Espinosa** as Officer-In-Charge of the Office of the Head of Records and Archives (OHRA) on 23 December 2021 or until my return as I will be on Force Leave during this date.

As OIC, Ms. Espinosa is authorized to discharge the functions of the office in addition to her official duties and responsibilities.

Very truly yours,


MARIA ROBERTA S. MIRAFIOR
Head, OHRA

Conforme:


GRACIANA M. ESPINOSA
Administrative Aide VI

Approved:

RYSAN C. GUINOCOR
OIC Director, Administrative Services