



January 3, 2022

**Dr. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Tulin**:

In view of my special emergency leave (OP MC No.137) on January 4-6 2022, I would like to request Dr. Shalom Grace C. Sugano to be the Officer-in-charge of the Institute of Human Kinetics on the above stated dates.

As officer-in-charge, she is authorized to discharge the functions of the Institute Director in addition to her duties and responsibilities as Principal.

Very truly yours,

**CHARIS B. LIMBO**  
Director, IHK

Conforme:

**SHALOM GRACE C. SUGANO**  
Principal, VSUIHS

Recommending Approval:

**BAYRON S. BARREDO**  
Dean, College of Education

**BEATRIZ B. BELONIAS**  
Vice President for Academic Affairs

Approved:

**EDGARDO E. TULIN**  
President