



February 23, 2023

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Through:

**DR. ALELI A. VILLOCINO**

VP for students Affairs and Services

**Dear Sir:**

In view of my official travel to Tacloban, City may I designate Mr Jay Bansale. to be my Officer-in-Charge (Office of the Director of NSTP) on February 24, 2023 or until my return.

As OIC he is authorized to discharge the functions of the Office of the Director of NSTP in addition to her regular duties and responsibilities as Faculty in the Dept. of Teacher Education.

Thank you and more power.

Very truly yours,

**JOY A. BELLEN**

Director, NSTP Office

CONFORME:

**JAY BANSALE**

Faculty, DTE

RECOMMENDING APPROVAL:

APPROVED:

**ALELI A VILLOCINO**  
VP for students Affairs and Services

**EDGARDO E. TULIN**  
VSU President