



December 6, 2021

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

Sir:

This is to inform your good office that I will be on Work from Home this coming December 16-17, 2021. In view of this, I am recommending **MR. NELSON H. TEJARA** as Officer-In-Charge of the VSU Integrated High School today.


As OIC, Mr. Tejara is delegated the authority of the Principal.

Thank you and more power.

Very truly yours,

  
**SHALOM GRACE C. SUGANO**  
Principal

Conforme:

  
**NELSON H. TEJARA**  
Instructor I

Recommending Approval:

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

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

Approved:

**EDGARDO E. TULIN**  
President