



April 29, 2022

**Dr. EDGARDO E. TULIN**

President

VSU, Baybay City, Leyte

Thru: **Dr. DANIEL LESLIE S. TAN**  
Vice President for Administration & Finance

Dear **Dr. Tulin**:

May I recommend the designation of Ms. **REGINA C. BIBERA** as Officer-in-Charge of the Office of the Head of Records and Archives (OHRA) from May 5-6, 2022 or until my return.

As OIC, she is authorized to discharge all the functions of the office in addition to her regular duties and responsibilities.

Very truly yours,

**MARIA ROBERTA S. MIRAFIOR**

Head, Records and Archives

Conforme:

**REGINA C. BIBERA**  
Administrative Officer II

Recommending Approval:

**DANIEL LESLIE S. TAN**  
Vice President for Administration & Finance

Noted:

**RYSAN C. GUINOCOR**  
Director, Administrative Services

Approved:

**EDGARDO E. TULIN**  
President