



05 May, 2022


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

Dear **Dr. Tulin**:


I would like to recommend **Dr. CHRISTY M. DESADES**, as Officer-in-Charge of the Office of the Head of Instructional Materials and Development on May 10, 2022 or until my return. I will be on leave for personal matter.

As OIC, Dr. Desades will perform the duties and responsibilities of the office.  
Thank you very much.

Very truly  
yours,

  
**NANCY D. ABUNDA**  
Head, Instructional Materials Development

Conforme:

  
**CHRISTY M. DESADES**  
Head, URS

Recommending Approval:

  
**MA. RACHEL KIM L. AURE**  
Director, Instruction and Evaluation

Approved:

**EDGARDO E. TULIN**  
President