

OFFICE OF THE HEAD OF INSTRUCTIONAL MATERIALS AND DEVELOPMENT

3rd Floor, Administration Building Visayas State University, Visca, Baybay City, Leyte Telephone No.: (053) 5650600 local 1104

email: ohimd.@vsu.edu.ph Website: www.vsu.edu.ph

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 ABUNDA

Head, Instructional Materials Development

Conforme:

Desade **CHRISTY M. DESADES**

Head, URS

Recommending Approval:

MA. RACHE KIM L. AURE

Director, Instruction and Evaluation

Approved:

EDGARDO E. TULIN President



Vision: Mission: