



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

October 24, 2024

Dr. Prose Ivy G. Yepes
University President
Visayas State University
Visca Baybay City, Leyte

Dear President Yepes:

I would like to recommend **Dr. Berta C. Ratilla** as Officer-In-Charge of the Department of Agronomy from October 28 to 30, 2024, or until my return. On these dates, I will be on leave. I will be accompanying my mother to Cebu for her scheduled spine operation.

As OIC, **Dr. Ratilla** is authorized to perform the duties and responsibilities of the head in addition to her regular responsibilities as a DA faculty member.

Thank you.

Very respectfully yours,


LUZ G. ASIO
Head, DA

Conforme:

BERTA C. RATILLA
Professor VI

Recommending Approval:

SUZETTE B. LINA
Dean, CAFS

ROTACIO S. GRAVOSO
VP for Academic Affairs

Approved:

PROSE IVY G. YEPES
University President

DEPARTMENT OF AGRONOMY

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