



14 March 2022

Atty. Rysan C. Guinocor
OIC Director, Administrative Services
Visayas State University
Visca, Baybay City, Leyte

Dear Atty. Guinocor:

May I recommend the designation of **Ms. Graciana M. Espinosa** as Officer-In-Charge of the Office of the Head of Records and Archives (OHRA) on March 21-25, 2022 or until my return. I will be on official leave during these dates.

As OIC, Ms. Espinosa is authorized to discharge the functions of the office in addition to her official duties and responsibilities as administrative staff of OHRA.

Very truly yours,


MARIA ROBERTA S. MIRAFIOR
Head, OHRA

Conforme:

GRACIANA M. ESPINOSA
Administrative Aide VI

Approved:

RYSAN C. GUINOCOR
Director, Administrative Services