



November 18, 2022

DR. EDGARDO E. TULIN
President
VSU, Baybay City, Leyte

Dear Dr. Tulin,

In view of my official travel to Cebu City, I would like to recommend Dr. Guiraldo C. Fernandez Jr. to act as Officer-in-Charge of the Office of the Head for Internal Audit for the period November 22-25, 2022, or until my return.

As OIC, he is authorized to discharge the functions of the office in addition to his regular duties and responsibilities.

Thank you.

Respectfully yours,

MARIA TERESA A. CRUZ
Head

Conforme:

GUIRALDO C. FERNANDEZ, JR
BOR & University Secretary

Noted:

ALLEN GLENNIE P. LAMBERT
Executive Secretary

Approved/Disapproved:

EDGARDO E. TULIN
President