



November 4, 2022

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

Dear Dr. Tulin,

I would like to recommend Ms. Arlin B. Flandez to act as Officer-in-Charge of the Office of the Head for Internal Audit for the period November 7-11, 2022, or until my return.

As OIC, she is authorized to discharge the functions of the office in addition to her regular duties and responsibilities excluding Financial report verification.

Thank you.

Respectfully yours,

MARIA TERESA A. CRUZ  
Head

Conforme:

ARLIN B. FLANDEZ  
Admin. Aide VI

Noted:

ALLEN GLENNIE P. LAMBERT  
Executive Secretary

Approved/Disapproved:

EDGARDO E. TULIN  
President