



28 March 2023

EDGARDO E. TULIN, Ph.D.

President
Visayas State University
Baybay City, Leyte

Dear **Dr. Tulin**:

I wish to recommend **Mr. Charlindo S. Torrion** as Officer-in-Charge of the Department of Meteorology (DMet) on 30 March to 4 April 2023 or until my return. I will be:

1. Meeting with Dr. Lemuel Aragon for CMO and COPC concerns of BS in Meteorology program ;
2. Meeting with Arete, Ateneo De Manila University for Project SUGAT; and
3. Meeting with El Observatorio De Manila (MO) for MOU, Research Collaboration MOA & Student Internship MOA of BS Met program of DMet.

As OIC, **Mr. Torrion** is authorized to discharge the function of the DMet head in addition to his present duties and responsibilities as Instructor except on policy-determining matters which should be referred to higher office.

Very truly yours,

Mr. CHARLIE S. ANDAN

Head, Department of Meteorology

Conforme':

Mr. CHARLINDO S. TORRION

Faculty, Department of Meteorology

Noted:

JANNET C. BENCURE, Ph.D.

Dean, College of Engineering and Technology

Recommending Approval:

BEATRIZ S. BELONIAS

VP, Academic Affairs

Approved:

EDGARDO E. TULIN, Ph.D.

President