



January 24, 2023

NICK FREDDY R. BELLO

OIC-Head, Office of the Head of Accounting
Visayas State University
Baybay City, Leyte

Thru: **CHIZKA MAE M. ESTALLO**

Remittance In-charge
Office of the Head of Accounting

Dear Sir:

The following employees as listed below hereby authorize **Mr. Clemente N. Maraňan** to act on their behalf to get the BIR Form 2316 - Certificate of Compensation Payment/Tax Withheld from your office.

No.	Name (Last Name, First Name, Middle Initial)	Signature
1	Alcober, Ed Allan L.	
2	Asio, Luz G.	
3	Bagarinao, Mariedith I.	
4	Bañoc, Dionesio M.	
5	Cagande, Loreme S.	
6	Dela Peña, Wences Rey	
7	Escasinas, Ruth O.	
8	Gorne, Nello D.	
9	Ratilla, Berta C.	
10	Ratilla, Teodomero C.	
11	Villocino, Andreo P.	

Please acknowledge receipt hereof.

Very truly yours,

RUTH O. ESCASINAS
Head, DA