



January 12, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte
6521

Thru: **DR. BEATRIZ S. BELONIAS**
Vice-President for Academic Affairs

Dear **Dr. Tulin**:

Greetings!

This is to recommend **Engr. Jeffrey Lloyd L. Cagande** as Officer-in-Charge of the Department of Physics on January 14, 2022, and January 17, 2022. I will be on leave during these dates because I have an important matter to attend to.

As OIC, Engr. Cagande is authorized to discharge the functions as department head of the Department of Physics in addition to his present duties and responsibilities as a faculty of the Department of Physics.

I am hoping for your favorable response regarding this matter.

Thank you very much.

Very truly yours,


REV RHIZZA L. AURE
Head, DPhys

Conforme:


JEFFREY LLOYD L. CAGANDE
Faculty, DPhys

Noted:

MA. THERESA P. LORETO
Dean, College of Arts and Sciences