

January 11, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Victor B. Asio**
Dean, CAFS

Dear Dr. Tulin:

I would like to recommend **Dr. Eileen B. Bandalan** as Officer-in-Charge of the Department of Food Science and Technology on January 14, 2022 or until my return to office. On this date, I will be on leave.

As OIC, **Dr. Bandalan** is authorized to assume the duties and responsibilities of the department head of DFST in addition to her regular tasks as Assistant Professor.

Sincerely,


LORINA A. GALVEZ
Head, DFST

Conforme:


EILEEN B. BANDALAN
Assistant Professor

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

EDGARDO E. TULIN
President