



August 16, 2023

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

Dear Dr. Tulin:

In view of my family emergency, I would like to recommend Ms. Vivian V. Balbarino. to act as Officer-in-Charge of the Internal Audit Service from August 16pm to 18, 2023, or until my return.

As OIC, she is authorized to discharge the functions of the office in addition to his regular duties and responsibilities.

Thank you.

Very truly yours,

MARIA TERESA A. CRUZ
Head

Conforme:

VIVIAN V. BALBARINO
Administrative Officer V

Approved/Disapproved:

EDGARDO E. TULIN
President

INTERNAL AUDIT SERVICE

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