



December 14, 2021

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

Dear Dr. Tulin:

This is to recommend the appointment of **Mr. Marlon T. Andrino** as Officer-in-Charge of the Department of Business and Management on December 23-24, 2021. I will be on Leave (CDO).

As OIC, he is authorized to fully discharge the duties and responsibilities as department head on the above-mentioned date.

Thank you.

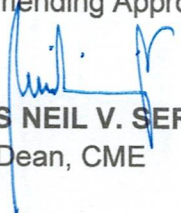
Very truly yours,


ANGELITA L. PARADERO
Head, DBM

Conforme:


MARLON T. ANDRINO

Recommending Approval:


MOISES NEIL V. SERINO
Dean, CME

BEATRIZ S. BELONIAS
Vice Pres. for Academic Affairs

Approved:

EDGARDO E. TULIN
President