

21 July 2023

**EDGARDO E. TULIN, Ph.D.**  
President  
Visayas State University  
Baybay City, Leyte

Dear **Dr. Tulin**:

I wish to recommend **Engr. Rud Luis G. Gonzaga** as Officer-in-Charge of the Department of Meteorology on 24-28 July 2023 or until my return. I am on official travel to Mariano Marcos State University, Batac, Ilocos Norte, for the workshop of the BS in Meteorology Program wherein VSU is one of the University that is offering the said program.

As OIC, **Engr. Gonzaga** is authorized to discharge the function of the DMet head in addition to his present duties and responsibilities as Instructor except on policy-determining matters which should be referred to higher office.

Very truly yours,



**Mr. CHARLIE S. ANDAN**  
Head, Department of Meteorology

Conforme':

**Engr. RUD LUIS G. GONZAGA**  
Faculty, Department of Meteorology

Noted:

**JANNET C. BENCURE, Ph.D.**  
Dean, College of Engineering and Technology

Recommending Approval:

**BEATRIZ S. BELONIAS**  
VP, Academic Affairs

Approved:

**EDGARDO E. TULIN, Ph.D.**  
President