

December 24, 2021

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

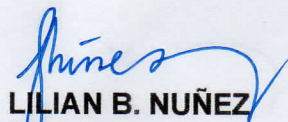
**Dear Dr. Tulin:**

I would like to designate, **Ms. Gina A. Delima** as officer-in-charge of the Institute for Strategic Research and Development Studies (ISRDS) on December 27-29, 2021 or until my return. I will be on compensatory day off (CDO) on the said dates.

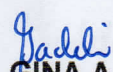
As OIC, she is authorized to fully discharge the duties and responsibilities as ISRDS director on the above- mentioned dates.

Thank you.

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director

CONFORME:

  
**GINA A. DELIMA**  
Instructor II

Recommending Approval:

**MOISES NEIL V. SERIÑO**  
Dean, CME

APPROVED:

**EDGARDO E. TULIN**  
President