

May 13, 2023

**Dr. Prose Ivy G. Yepes**  
University President  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Yepes**:

I would like to recommend **Mr. Ed Allan L. Alcober** to act as an Officer In-Charge of the Department of Agronomy on May 14-15, 2024 or until my return to office. On this date, I will be on travel.

As an OIC, **Mr. Alcober** is authorized to discharge the duties and responsibilities of the Department Head, in addition to his regular tasks as Faculty.



**DIONESIO M. BAÑOC**  
Head, DA

Conforme:



**ED ALLAN L. ALCOBER**  
Assoc. Prof. V

Recommending Approval:

**VICTOR B. ASIO**  
Dean, CAFS

**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

Approved:

**PROSE IVY G. YEPES**  
President

