



4 April 2022

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

**Thru: Dr. Maria Juliet C. Ceniza**  
VP for Research, Extension and Innovation

Sir:

I would like to recommend Ms. Jo Jane D. Atok as Officer-in-Charge of the Advanced Research and Innovation Center on April 4, 2022 until my return. I will be on leave to accompany my spouse for an emergency medical procedure in Cebu City.

As OIC, Ms. Atok is authorized to discharge the functions of ARI Center Director in addition to her present duties and responsibilities.

Thank you and best regards.

Respectfully yours,

*mtploretos*  
ANC-22-01

**MA. THERESA P. LORETO**  
Director, ARI Center

Conforme:

*JO JANE D. ATOK*  
**JO JANE D. ATOK**  
Instructor, ARI Center

Recommending Approval:

**MARIA JULIET C. CENIZA**  
VP for Research, Extension and Innovation

Approved:

**EDGARDO E. TULIN**  
University President