



January 10, 2022

Dr. EDGARDO E. TULIN

President

VSU, Baybay City, Leyte

Dear Dr. Tulin:

May I recommend the designation of Dr. Dilberto O. Ferraren as Officer-in-Charge of the Office of the Vice President for Administration and Finance on January 12, 2022. I will be on Special Emergency (Calamity) Leave during this date.

As OIC, he is authorized to discharge all the functions of the office in addition to his regular duties and responsibilities as Vice President for Planning, Resource Generation & Auxiliary Services (OVPPRGAS).

Very truly yours,

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Conforme:

Approved:

DILBERTO O. FERRAREN

Vice President, OVPPRGAS

EDGARDO E. TULIN

President