



December 22, 2022

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

Thru: **Dr. Beatriz S. Belonias**
Vice President-Academic Affairs
VSU, Visca, City of Baybay

Dear Dr. Tulin:

I would like to designate, **Ms. Merry Jean A. Caparas** as officer-in-charge of the Institute for Strategic Research and Development Studies (ISRDS) on December 27-29, 2022. I will be on mandatory/force leave on the said dates.

As OIC, she is authorized to fully discharge the duties and responsibilities of the ISRDS director on the abovementioned dates.

Thank you and regards.

Very truly yours,


LILIAN B. NUÑEZ
Director

Conforme:


MERRY JEAN A. CAPARAS
Instructor I

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

BEATRIZ S. BELONIAS
Vice President-Academic Affairs

APPROVED:

EDGARDO E. TULIN
President