



December 3, 2021

Dr. EDGARDO E. TULIN
President
VSU, Baybay City, Leyte

Dear Dr. Tulin:

May I recommend the designation of Ms. Louella C. Ampac as Officer-in-Charge of the Office of the Vice President for Administration and Finance today, December 3, 2021 (afternoon only). I will be going to Ormoc City for personal reason during this date.

As OIC, she is authorized to discharge all the functions of the office in addition to her regular duties and responsibilities as Head of ODFM.

Very truly yours,

DANIEL LESLIE S. TAN
Vice President for Administration and Finance

Conforme:

LOUELLA C. AMPAC
Head, ODFM

Approved:

EDGARDO E. TULIN
President