



January 12, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear **President Tulin**:

Greetings of Peace and Solidarity!

In preparation for the ISO 2nd surveillance audit scheduled on March 15-16, 2022, I would like to recommend **MS. BETHLEHEM CATORCE** to replace Ms. Araceli Managbanag as the Department Document Records Controller for the Fiscal Year 2022. Ms. Managbanag personally requested the replacement as she will be retiring this May 2022. Ms. Catorce is a graduate of Bachelor of Secondary Education major in Biological Sciences at the Visayas State University- Baybay Campus. She is very qualified for the position and can effectively deliver her tasks. More so, Ms. Managbanag has already started mentoring Ms. Catorce on her functions as DDRC.

I am hoping for your favorable response to this recommendation.

Thank you and Carpe Diem Amidst the Pandemic.

Sincerely yours,

CHARIS B. LIMBO

Director, IHK

Noted:

BAYRON S. BARREDO

Dean, College of Education

Approved:

EDGARDO E. TULIN

President