



January 10, 2022

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 on January 13 – 14, 2022. I will be on Special Emergency (Calamity) Leave during these dates.

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

Very truly yours,

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Conforme:

LOUELLA C. AMPAC

Director, ODFM

Approved:

EDGARDO E. TULIN

President