







November 06, 2024

**Dr. Prose Ivy G. Yepes** University President Visayas State University Visca Baybay City, Leyte

## Dear President Yepes:

I would like to recommend **Dr. Ulysses A. Cagasan** as Officer-In-Charge of the Department of Agronomy on November 08, 2024, or until my return. I will attend the internment of my father, who died on October 31, 2024.

As OIC, **Dr. Cagasan** is authorized to perform the duties and responsibilities of the head in addition to his regular responsibilities as a DA faculty member.

Thank you.

Very respectfully yours,

LUZ G. ASIO Head, DA

Conforme:

ULYSSES A. CAGASAN Professor VI

Recommending Approval:

SUZETTE B. LINA Dean, CAFS

ROTACIO S. GRAVOSO VP for Academic Affairs

Approved:

PROSE IVY G. YEPES University President

DEPARTMENT OF AGRONOMY

Visayas State University, PQUV+97H Baybay City, Leyte Email: agronomy@vsu.edu.ph Website: www.vsu.edu.ph Phone: +63 53 565 0600 Local 1013







## AGRONOMY

## ARRANGEMENT FOR CLASS(ES) MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty			partment	Date of Filing
LUZ G. ASIO		Agronomy		November 6, 2024
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed	
AgSc 11n	08:30-10:00, TF	47	Conduct make	e-up classes.
Reason(s) of:  a. Leave: Date(s): VacationSick others (Pls. specify):		b. Travel:	Date(s) November 08, 2024	
Conforme:		Prepared by:		
N/A Name & Signature of person taking over the classes(s)				LUZ G ASIO Instructor/Professor
=	Approved by:			
SUZETTE B. LINA Head, DA  Date:				

\*to be accomplished in 2 copies

