



December 21, 2021

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

Through: **Dr. Aleli A. Villocino**
Vice Pres. for Student Affairs & Services

Dear Sir:

In view of my Compensatory Day Off (CDO) and my Official Travel to CHED RO 8, Tacloban City, may I designate Ms. Chona A. Brit to be my Officer-in-Charge of Office of the Dean of Students (ODS) on December 21 & 22, 2021 or until my return.

As OIC she is authorized to discharge the functions of the Dean of Students in addition to her regular duties and responsibilities as Head, Office of Student Welfare & Services.

Thank you.

Very truly yours,

MANOLO B. LORETO, JR.
Dean of Students

CONFORME:

CHONA A. BRIT, RGC
Head, OSWS

RECOMMENDING APPROVAL:

ALELI A. VILLOCINO
Vice Pres. for SAS

APPROVED:

EDGARDO E. TULIN
VSU President

