

June 20, 2022

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

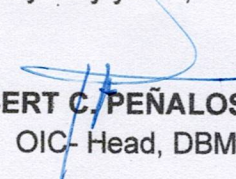
Dear Dr. Tulin:

This is to recommend the appointment of **Prof. Elvira E. Ongy** as Officer-in-Charge of the Department of Business and Management on June 21, 2022(pm). I will be processing my employment requirements.

As OIC, she is authorized to fully discharge the duties and responsibilities as department head on the above-mentioned date.

Thank you.

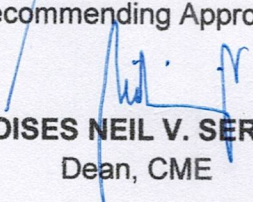
Very truly yours,


BERT C. PEÑALOSA
OIC- Head, DBM

Conforme:


ELVIRA E. ONGY

Recommending Approval:


MOISES NEIL V. SERINO
Dean, CME

BEATRIZ S. BELONIAS
Vice Pres. for Academic Affairs

Approved:

EDGARDO E. TULIN
President