

July 5, 2023

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Through:

**DR. ALELI A. VILLOCINO**

VP for students Affairs and Services


**Dear Sir Tulin:**

In view of my leave, may I designate Mr Jay C. Bansale. to be my Officer-in-Charge (NSTP Office) on July 5, 2023 or until my return.

As OIC he is authorized to discharge the functions of the Director of NSTP in addition to his regular duties and responsibilities as Faculty in the Dept. of Teacher Education and CWTS Coordinator.

Thank you and more power.

Very truly yours,



**JOY A. BELLEN**  
Director, NSTP Office

CONFORME:

**JAY BANSALE**  
CWTS Coordinator

RECOMMENDING APPROVAL:

**ALELI A VILLOCINO**  
VP for students Affairs and Services

APPROVED:

**EDGARDO E. TULIN**  
VSU President