



13 January, 2022

**DR. EDGARDO E. TULIN**

President  
Visayas State University  
Visca, Baybay City Leyte

Dear **Dr. Tulin**,

I would like to recommend **DR. NANCY D. ABUNDA**, as Officer-in-Charge of the Office of the Director for Instruction and Evaluation on January 14 & 17, 2022 or until my return. I will be on leave for personal matter.

As OIC, Dr. Abunda will perform the duties and responsibilities of the office.  
Thank you very much.

Very truly yours,

**MA. RACHEL KIM L. AURE**

Director, Instruction and Evaluation

Conforme:

  
**NANCY D. ABUNDA**

Head, Instructional Materials Development

Approved:

**EDGARDO E. TULIN**

President