



13 December 2021

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **DR. BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Dear **Dr. Tulin**:

I wish to recommend **ENGR. MANUEL E. CASANGCAPAN** as Officer-in-Charge of the Department of Agricultural and Biosystems Engineering (DABE) on **December 15, 2021 to January 7, 2022**. I will be on leave and working from home (in General Santos City) on those dates.

As OIC, Engr. Casangcapan is authorized to discharge the function of the DABE Head in addition to his present duties and responsibilities as instructor except on policy-determining matters which should be referred to higher office.

Very truly yours,

**ELDON P. DE PADUA**

Head, DABE

Conforme:

**MANUEL E. CASANGCAPAN**

Associate Professor II, DABE

Recommending Approval:

**JANNET C. BENCURE**

Dean, CET

**BEATRIZ S. BELONIAS**

Vice President, OVPAA

Approved:

**EDGARDO E. TULIN**

President