



VISAYAS

STATE UNIVERSITY

OFFICE OF THE CHIEF OF UNIVERSITY
SERVICES FOR HEALTH, EMERGENCY AND
RESCUE (USHER)

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December 7, 2021

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

Through: **Dr. Daniel Leslie S. Tan**
Vice Pres. for Admin. & Finance

Dear Sir:

I would like to recommend Dr. Merry Christ'l S. Guinocor, Medical Officer III to be the Officer-In-Charge of the VSU Hospital on December 7, 2021 or until my return. I will be in VSU – Tolosa; VSU – Alang-Alang; VSU-Isabel and VSU-Villaba to facilitate signatories of Resolution on the Grant of Collection Negotiation Agreement (CNA) Incentive for FY 2021.

As OIC, she has to discharge the functions as head of the VSU Hospital aside from her official duties and responsibilities.

Very truly yours,

ELWIN JAY V. YU, M.D, MPH
Chief of Hospital I

Conforme:

MERRY CHRIST'L S. GUINOCOR, M.D.
Medical Officer III

Recommending Approval:

Approved by:

DR. DANIEL LESLIE S. TAN
Vice-Pres. for Admin & Finance

DR. EDGARDO E. TULIN
President

VISAYAS STATE UNIVERSITY

Baybay, Leyte

December 6, 2021

Name: YU, ELWIN JAY V.Signature Designation: Chief of Hospital IDestination: TOLOSA, ALANG2, ISABEL, & VILLABA CAMPUSDate of Travel: 7-Dec-21Purpose: To facilitate signatories of Resolution

on the Grant of CNA Incentive for FY 2021

Name: YU, ELWIN JAY V.Signature Designation: Chief of Hospital IDestination: TOLOSA, ALANG2, ISABEL, & VILLABA CAMPUSDate of Travel: 7-Dec-21Purpose: To facilitate signatories of Resolution

on the Grant of CNA Incentive for FY 2021

Estimated Expenses: _____

Estimated Expenses: _____

Source of Funds: _____

Source of Funds: _____

Transportation:

☒ University Vehicle☐ Public Conveyance

Transportation:

☒ University Vehicle☐ Public Conveyance**DANIEL LESLIE S. TAN**

(Signature of Immediate Supervisor)

DANIEL LESLIE S. TAN

(Signature of Immediate Supervisor)

RECOMMENDING APPROVAL:

RECOMMENDING APPROVAL:

DANIEL LESLIE S. TAN

(Department Head/Chairman)

DANIEL LESLIE S. TAN

(Department Head/Chairman)

APPROVED:

APPROVED:

EDGARDO E TULIN

President, VSU

EDGARDO E TULIN

President, VSU

cc: Records Division

cc: Records Division

Accounting Division

Accounting Division

Requisitioner

Requisitioner