



January 24, 2023

NICK FREDDY R. BELLO

OIC-Head, Office of the Head of Accounting
Visayas State University
Baybay City, Leyte

Thru: **CHIZKA MAE M. ESTALLO**
Remittance In-charge
Office of the Head of Accounting


Dear Sir:

The following employees as listed below hereby authorize Mr. Mizael B. Cerna to act on their behalf to get the BIR Form 2316 - Certificate of Compensation Payment/Tax Withheld from your office.

| No. | Name (Last Name, First Name, Middle Initial) | Signature |
|-----|--|-----------|
| 1 | Caparas, Merry Jean A. | |
| 2 | Cerna, Mizael B. | |
| 3 | Fernandez-Dayondon, Rhea Angelie M.. | |
| 4 | Delima, Gina A, | |
| 5 | Edullantes, Melodina P. | |
| 6 | Gisulga, Saloma B. | |
| 7 | Gonzaga, Ernesto A. Jr. | |
| 8 | Nuñez, Lilian B. | |
| 9 | Tabada, Maria Aurora Teresita W. | |

Please acknowledge receipt hereof.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS