



December 03, 2021

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

May I recommend **Mr. Jed Asaph D. Cortes** as officer-in-charge of the University Integrated Media Center on December 3-10, 2021 or until my return. I will be on travel to process printing of VSU Annual Report and to get graduate credentials from UPLB.

As Officer-In-Charge, **Mr. Cortes** is authorized to perform the functions of the University Integrated Media Center.

Respectfully yours,


ULDERICO B. ALVIOLA
Head, University Integrated Media Center

Conformee:


JED ASAPH D. CORTES
Head, VSU Web Team

Recommending Approval:

ALLEN GLENNIE P. LAMBERT
Executive Secretary

Approved:

EDGARDO E. TULIN
President