



January 7, 2022

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

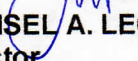
Dear Dr. Tulin:

I would like to recommend the designation of Ms. Crislin B. Cruz as Officer-in-Charge of the National Coconut Research Center-Visayas on January 10-12, 2022 or until my return. I will be on official leave on the said dates.

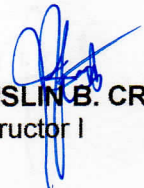
As Officer-in-charge, Ms. Cruz will take the responsibility of the Center Director in addition to her duties and responsibilities as Core Staff of NCRC-V.

Thank you very much for your kind approval.

Very truly yours,

  
**MARISEL A. LEORNA**  
Director

Conforme:

  
**CRISLIN B. CRUZ**  
Instructor I

**Recommending Approval:**

**MARIA JULIET C. CENIZA**  
VP for Research, Extension  
and Innovation

**Approved:**

**EDGARDO E. TULIN**  
President