

December 29, 2021

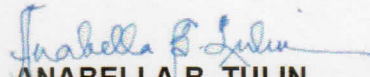
**EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Pres. Tulin:

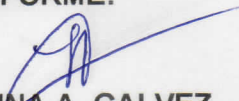
I would like to recommend **DR. LORINA A. GALVEZ** as Officer-In-Charge of the Office of Graduate School on **December 29, 2021** since I will be on Compensatory Day Off (COD) for personal reasons.

As OIC, **DR. LORINA A. GALVEZ** is authorized to fully discharge the functions of the office in addition to his/her regular duties and responsibilities.

Very truly yours,

  
**ANABELLA B. TULIN**  
Dean, Graduate School

CONFORME:

  
**LORINA A. GALVEZ**  
Head, Department of Food Science and Technology

Recommending Approval:

**BEATRIZ S. BELONIAS**  
Vice President for Instruction

Approved:

**EDGARDO E. TULIN**  
President