



March 1, 2022

Dr. Edgardo E. Tulin

President

Visayas State University

Visca, Baybay City, Leyte

Thru: Dr. Maria Juliet C. Ceniza

VP for Research, Extension and Innovation

Dear Dr. Tulin:

This is to recommend the appointment of **Engr. Celestial A. Manigo**, Instructor, Department of Geodetic Engineering, College of Engineering and Technology, as OIC-Head of the VSU GIS Services Unit without honorarium effective March 16, 2022 to December 31, 2022.

As OIC-Head, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Provide leadership in the implementation of the programs of the laboratory;
2. Supervise the laboratory;
3. Formulate guidelines for the full use and access by clients of the services provided by the laboratory; and;
4. Make recommendations in the improvement, service fees and other management activities.

Moreover, she will be entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Very truly yours,

PASTOR P. GARCIA, PhD

Head, VSU GIS Services Unit

Conforme:

CELESTIAL A. MANIGO

Instructor

DGE, CET

Certified funds available:

ALICIA M. FLORES

OIC Head, Budget Office