



December 10, 2021

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

Dear Dr. Tulin:

May I recommend Ms. Jovelyn H. Mabuan, as Officer-In-Charge of the University Library on December 20-22, 2021 I'll be enjoying my forced leave.

As OIC, Ms. Mabuan is authorized to discharge my functions in addition to her regular duties and responsibilities as Integrated High School Librarian in-Charge.

Thank you for your support to this request.

Very truly yours,

VICENTE A. GILOS
Chief Librarian

Conforme:

JOVELYN H. MABUAN
College Librarian II

Recommending Approval:

ALELI A. VILLOCINO
VP- Students Affairs & Services

Approved:

EDGARDO E. TULIN
President