



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**SOIL SCIENCE**

February 29, 2024

**Dr. Daniel Leslie S. Tan**  
OIC, President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**  
VP for Academic Affairs  
Visayas State University

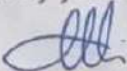
Dear *President Tan*,

I wish to recommend **Dr. Cecille Marie O. Quiñones** to act as Officer-In-Charge of the Department of Soil Science on March 19-23, 2024 or until my return. I will be attending the AACCUP National Convention and General Assembly at Quezon City.

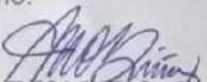
As OIC, **Dr. Quiñones** is authorized to discharge the duties and functions of Department Head as well as my academic and research responsibilities in addition to her regular duties and responsibilities as Instructor.

Thank you very much.

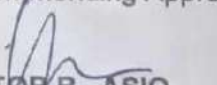
Very truly yours,

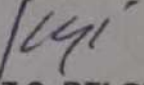
  
**SUZETTE B. LINA**  
Head, DSS

Conforme:

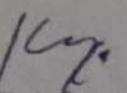
  
**CECILLE MARIE O. QUIÑONES**  
Assistant Professor IV

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean, CAFS

  
**BEATRIZ S. BELONIAS**  
Vice Pres for Academic Affair

Approved:

  
**DANIEL LESLIE S. TAN**  
OIC, President