



**VISAYAS**  
STATE UNIVERSITY



DEPA  
**SOIL**

FM-VSU-03-2024-0307-18

March 7, 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. Deejay M. Lumanao to act as Officer-In-Charge of the Department of Soil Science on March 18, 2024 or until my return. I will be on travel to attend training on Integrated Nutrient Management (INM) with emphasis on Balanced Fertilization Strategy (BFS) as Resource Person with PRC-CPD units to be held on March 18-22, 2024 at the Juanito Eco Farm School for Practical Agriculture (JEFSPA), Brgy Montebello, Kananga, Leyte.

As OIC, Dr. Lumanao 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:

  
**DEEJAY M. LUMANAO**  
Assoc Professor II

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean, CAFS

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

Approved:

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

**DEPARTMENT OF SOIL SCIENCE**  
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