



VISAYAS
STATE UNIVERSITY

**EXTENSION
OFFICE**

July 24, 2024

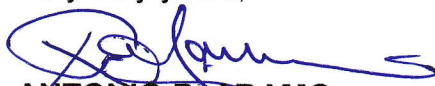
Dr. Prose Ivy G. Yepes
President
VSU, Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Pena, Jr.**
VP for Research, Extension and Innovation


I wish to recommend **Ms. Elmera Y. Banoc** to act as Officer-in-Charge of the Extension Office on July 25-31, 2024 or until my return. I will be on personal matters. As Officer-in-Charge, Ms. Banoc is authorized to discharge the duties and responsibilities/functions of the Director in addition to her regular responsibilities as Science Research Specialist I.

Thank you very much.


Very truly yours,


ANTONIO P. ABAMO
Director, Extension


Conforme:


ELMERA Y. BANOC
Science Research Specialist I

Recommending Approval:


SANTIAGO T. PENA, JR.
VP, Research, Extension & Innovation

Approved:


PROSE IVY G. YEPES
President

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FM-VSU-03
V3 06-06-2024
No. **24-432-EVT**