



VISAYAS
STATE UNIVERSITY



**INTERNAL AUDIT
SERVICE**

December 1, 2025

DR. PROSE IVY G. YEPES
President
Visayas State University
Visca, Baybay City, Leyte

Subject: Designation of Officer-in-Charge (OIC)

Dear Dr. Yepes:

Warm greetings of integrity and service!

In view of my absence, I hereby designate, Ms. Janice P. Juliano as Officer-in-Charge (OIC) of the Internal Audit Service on December 2pm – 5, 2025, or until my return, whichever comes earlier.

As OIC, Ms. Juliano is authorized to oversee the day-to-day operations and address urgent matters that require immediate attention, strictly within the scope of existing policies, rules, and regulations. She shall not make policy decisions, commit funds, or enter into agreements that bind the office beyond routine operational needs.

This designation ensures continuity of operations and the delivery of audit services during my temporary absence.

Your kind approval is respectfully requested.

Respectfully yours,

MARIA TERESA A. CRUZ
Head

Conforme:

JANICE P. JULIANO
Internal Auditor II

Approved:

PROSE IVY G. YEPES, EdD
University President

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