



April 28, 2022

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

Sir:

This is to inform your good office that I will be on official travel from May 2<sup>nd</sup>, 2022 to attend the recruitment process of teachers for the DepEd Baybay City Division. In view of this, I am recommending **MR. GERALD M. RIVERA** as Officer-In-Charge of the VSU Integrated High School today.

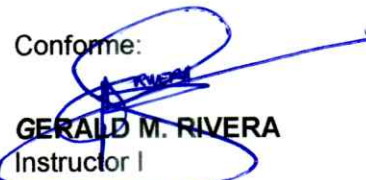
As OIC, **Mr. RIVERA** is delegated the authority of the Principal.

Thank you and more power.


Very truly yours,

  
**SHALOM GRACE C. SUGANO**  
Principal

Conforme:

  
**GERALD M. RIVERA**  
Instructor I

Recommending Approval:

  
**BAYRON S. BARREDO**  
Dean, College of Education

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

*pls. attach the  
letter-request of DepEd for  
you to be part of the screening panel*

Approved:

  
**EDGARDO E. TULIN**  
President *OIC 4/28/22*

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.