



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 ^{on} from May 4, 2022 to attend the recruitment process of teachers for the DepEd Baybay City Division. In view of this, I am recommending **MS. SHEERWINA MAE G. BALOTITE** as Officer-In-Charge of the VSU Integrated High School today.

As OIC, **MS. BALOTITE** is delegated the authority of the Principal.

Thank you and more power.


Very truly yours,


SHALOM GRACE C. SUGANO
Principal

Conforme:


SHEERWINA MAE G. BALOTITE
Instructor II

Recommending Approval:


BAYRON S. BARREDO
Dean, College of Education


BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:


EDGARDO E. TULIN
President OIC *Shalom*

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.