



May 13, 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 16-17, 2022 to attend the interview of teacher applicants 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

Approved:

  
**EDGARDO E. TULIN**  
President