



March 20, 2023

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

Dear Dr. Tulin:

In view of my travel to Manila, I would like to recommend Dr. Guiraldo C. Fernandez Jr. to act as Officer-in-Charge of the Internal Audit Service Office for the period March 24-31, 2023 or until my return.

As OIC, he is authorized to discharge the functions of the office in addition to his regular duties and responsibilities.

Thank you.

Very truly yours,

MARIA TERESA A. CRUZ
Head

Conforme:

GUIRALDO C. FERNANDEZ JR
BOR and University Secretary

Approved/Disapproved:

EDGARDO E. TULIN
President