



**VISAYAS**  
STATE UNIVERSITY



**VSU**  
**Tropical Ecology**

September 24, 2024

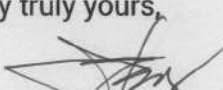
**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Yepes,**

In connection with my educational and cultural tour to South Korea on September 25-30, 2024, I recommend **Ms. Kleer Jeann G. Longatang** as Officer-in-Charge (OIC) of the Institute of Tropical Ecology & Environmental Management (ITEEM) to take charge of my responsibilities on the said date, until my return.

As Officer-in-Charge, **Ms. Longatang** is authorized to discharge the functions of the ITEEM in addition to her present duties and responsibilities.

Very truly yours,

  
**TEOFANES A. PATINDOL**  
Director

**Conformé:**

  
**KLEER JEANN G. LONGATANG**  
Instructor, ITEEM

**Recommending Approval:**

**ARTURO E. PASA**  
Dean, CFES

**ROTACIO S. GRAVOSO**  
VP, Academic Affairs

**Approved:**

**PROSE IVY G. YEPES**  
President, VSU