





September 24, 2024

Dr. Prose Ivy G. YepesPresident
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, TEEM

Recommending Approval:

ARTURO E. PASA Dean, CFES ROTACIO S. GRAVOSO VP, Academic Affairs

Approved:

PROSE IVY G. YEPES President, VSU

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