

November 20, 2023

Dr. Daniel Leslie S. Tan
Officer-In-Charge
Office of the University President
Visayas State University
Visca, Baybay City, Leyte

Dear *Dr. Tan*,

In connection with my Official Travel to Inopacan, Leyte on November 23¹ and 24², 2023, I recommend **Ms. Kleer Jeann G. Longatang** as Officer-in-Charge (OIC) of the Institute of Tropical Ecology and Environmental Management (ITEEM) to take charge of my responsibilities on the said dates, until my return.

AS OIC, **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

Recommending Approval:

DENNIS P. PEQUE
Dean, CFES

Approved:

DANIEL LESLIE S. TAN
OIC-President

¹CIPLS-PAMB 4th Regular Meeting

²CIPLS-PAMB Year-end Assessment