



August 22, 2022

Dr. Anabella B. Tulin

Dean, Office of the Graduate School

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Tulin**,

Good day!

The Institute of Tropical Ecology and Environmental Management is in need of Graduate Teaching Assistant for Mid-Year 2021-2022 and SY 2022-2023, Hence we would like to recommend the extension of contract of Mr. Ken N. Florentino.

With the upcoming face-to-face classes, updating of laboratory exercises is needed, and Mr. Florentino have been working with the institute even after his contract last school year (2021-22). The services of graduate teaching assistant are even more needed to enable the institute to deliver quality education.

Thank you and hoping for a favorable response.

Respectfully,

ELIZA D. ESPINOSA
Director, ITEEM

Noted by:

DENNIS P. PEQUE
Dean, CFES

Approved by:

ANABELLA B. TULIN
Dean, OGS