



**VISAYAS**  
STATE UNIVERSITY



**INSTITUTE OF  
TROPICAL ECOLOGY AND  
ENVIRONMENTAL MANAGEMENT**

March 22, 2024

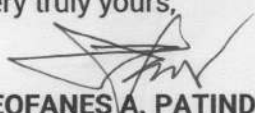
**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Yepes,**


In connection with my scheduled Compensatory Day Off (CDO) on March 25–27, 2024, I recommend **Dr. Hernando L. Mondal** as Officer-in-Charge (OIC) of the Institute of Tropical Ecology & Environmental Management (ITEEM) to take charge of my responsibilities on the said dates, until my return.

As Officer-in-Charge, **Dr. Mondal** is authorized to discharge the functions of the ITEEM in addition to his present duties and responsibilities.

Very truly yours,

  
**TEOFANES A. PATINDOL**  
Director

**Conforme:**

  
**HERNANDO L. MONDAL**  
Assoc. Professor II

**Recommending Approval:**

  
**RENEZITA S. COMEN**  
Dean, CFES

**Approved:**

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



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