

July 05, 2023

Dr. Edgardo E. Tulin
University President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

In connection with my SLP on July 7, 2023. I would like to 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 dates until my return.

AS OIC, **Ms. Longatang** is authorized to discharge the functions of the ITEEM in addition to his present duties and responsibilities.

Very truly yours,

ELIZA D. ESPINOSA
Director

Conforme:

KLEER JEANN G. LONGATANG
Instructor, ITEEM

Recommending Approval:

DENNIS P. PEQUE
Dean, CFES

Approved:

EDGARDO E. TULIN
University President