

INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

Visca, Baybay City, Leyte, 6521-A

Telephone: +63 53 563-7497 / 7726 // 565-0600 (1052) Email: iteem@vsu.edu.ph | Website: www.vsu.edu.ph

March 29, 2023

Dr. EDGARDO E. TULIN

University President Visayas State University Visca, Baybay City, Leyte

Dear Dr. Tulin,

In connection with my official travel to Baybay, Ormoc, Maasin and Biliran on March 30,2023. 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



VSU's Vision: A globally competitive university for science, technology, and environmental

conservation.

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.