

June 13, 2023

**Dr. Analyn M. Mazo**

Head, Department of Biological Science (DBS)  
Visayas State University  
Visca, Baybay City, Leyte

Dear *Dr. Mazo*,

This is to request the services of **Prof. Senona A. Cesar** as Affiliate Faculty of the Institute of Tropical Ecology and Environmental Management (ITEEM) for the School Year 2023–2024. With appropriate workload units, as affiliate faculty, Prof. Cesar will perform the following responsibilities:

1. Serve as GAC Member (TREC 300), and/or Undergraduate Thesis Adviser/SRC Chairman/Member (Envi 200);
2. Perform as a member of the ITEEM Personnel Committee;
3. Assist in research, extension, and other related activities of the Institute.

Thank you for your favorable action and support.

Very truly yours,

**ELIZA D. ESPINOSA**  
Director

***Conformé:***

**SENONA A. CESAR**  
Associate Professor, DBS

***Approved:***

**ANALYN M. MAZO**  
Head, DBS

c.c. Cesar SA  
DBS  
OVPA  
ITEEM