



VISAYAS
STATE UNIVERSITY

INSTITUTE OF
**TROPICAL ECOLOGY AND
ENVIRONMENTAL MANAGEMENT**

October 17, 2024

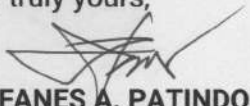
Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes,

In connection with my personal leave of absence on October 18 and 21, 2024, I 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 date, until my return.

As Officer-in-Charge, **Ms. Longatang** is authorized to discharge the functions of the ITEEM in addition to her present duties and responsibilities.

Very truly yours,


TEOFANES A. PATINDOL
Director

Conformé:


KLEER JEANN G. LONGATANG
Instructor, ITEEM

Recommending Approval:

ARTURO E. PASA
Dean, CFES

ROTACIO S. GRAVOSO
VP, Academic Affairs

Approved:

PROSE IVY G. YEPES
President, VSU



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