



August 01, 2023

Dr. EDGARDO E. TULINUniversity President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

In connection with my CDO on August 2, 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

Recommending Approval:

DENNIS P. PEQUE Dean, CFES

Approved:

EDGARDO E. TULIN University President

INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT College of Forestry and Environmental Science Visayas State University, Visca, Baybay City, Leyte Email: iteem@vsu.edu.ph / eliza.espinosa@vsu.edu.ph Website: www.vsu.edu.ph

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