



November 22, 2022

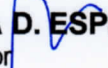
**Dr. EDGARDO E. TULIN**  
University President  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Tulin,**

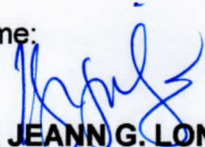
In connection with my official travel to Cebu City on November 28-29, 2022. I would like to recommend **Ms. Kleer Jeann G. Longatang**, as Officer-in-Charge (OIC) of the Institute of Tropical Ecology & Environmental Management (ITEEM) to take charge of my responsibilities on the said dates until my return.

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**  
ITEEM, Instructor I

Recommending Approval:

**DENNIS P. PEQUE**  
Dean, CFES

Approved:

**EDGARDO E. TULIN**  
University President