

June 13, 2023

**Dr. Ma. Theresa P. Loreto**

College Dean  
College of Arts and Sciences (CAS)  
Visayas State University  
Visca, Baybay City, Leyte

Dear *Dr. Loreto*,

This is to request the services of **Dr. Analyn M. Mazo** as Affiliate Faculty of the Institute of Tropical Ecology and Environmental Management (ITEEM) for the School Year 2023–2024. As affiliate faculty, Dr. Mazo will perform the following responsibilities, with appropriate workload unit equivalent:

1. Team teach the MSTREC subject TREC 208 (Ecosystems Analysis);
2. Serve as Graduate Thesis Adviser/GAC Member (TREC 300), and/or Undergraduate Thesis Adviser/SRC Chairman/Member (Envi 200).

Thank you for your favorable action and support.

Very truly yours,

**ELIZA D. ESPINOSA**  
Director

**Conformé:**

**ANALYN M. MAZO**  
Head, Department of Biological Sciences (DBS)

**Approved:**

**MA. THERESA P. LORETO**  
Dean, CAS

c.c. Mazo AM  
DBS  
OVPA  
ITEEM