



February 20, 2023

Dr. EDGARDO E. TULIN

University President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

In connection with my official travel to MENRO, Inopacan, Leyte on February 23, 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, ITEEM

Recommending Approval:

DENNIS P. PEQUE

Dean, CFES

Approved:

EDGARDO E. TULIN

University President