

October 2, 2023

Dr. EDGARDO E. TULIN

University President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

In connection with my sick leave on October 2-13, 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