



VISAYAS
STATE UNIVERSITY



VSU
Tropical
Ecology

July 16, 2024


Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes,

In connection with my personal travel to the USA on July 24–August 18, 2024, I 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 date, until my return.

As Officer-in-Charge, **Ms. Longatang** is authorized to discharge the functions of the ITEEM in addition to her present duties and responsibilities.

Very truly yours,


TEOFANES A. PATINDOL
Director

Conforme:

KLEER JEANN G. LONGATANG
Instructor

Recommending Approval:

ARTURO E. PASA
Dean, CFES

ROTACIO S. GRAVOSO
VP, Academic Affairs

Approved:

PROSE IVY G. YEPES
President, VSU