



July 12, 2022

Dr. Jett C. Quebec

Head, Department of Liberal Arts and
Behavioral Sciences (DLABS)
Visayas State University
Visca, Baybay City, Leyte

Dear *Dr. Quebec*,

This is to request the services of **Ms. Bethlehem A. Ponce** Affiliate Faculty of the Institute of Tropical Ecology and Environmental Management (ITEEM) for the School Year 2022–2023. As affiliate faculty, Ms. Ponce is requested to serve as Undergraduate Thesis Adviser/SRC Chairman/Member (Envi 200), with appropriate workload unit equivalent.

Thank you very much for your favorable action and support.

Very truly yours,

ELIZA D. ESPINOSA
Director

Conformé:

BETHLEHEM A. PONCE
Instructor, DLABS

Approved:

JETT C. QUEBEC
Head, DLABS

c.c. **Ponce BA** | DLABS | OVPA | ITEEM