



VISAYAS
STATE UNIVERSITY

INSTITUTE OF
**TROPICAL ECOLOGY AND
ENVIRONMENTAL SCIENCE**

July 9, 2025

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

Dear *Dr. Yepes*,

In connection with the Team Building of the Faculty of Forestry and Environmental Science (FFES) scheduled for **July 11–12, 2025**, I am recommending **Dr. Eliza D. Espinosa** to serve as Officer-in-Charge (OIC) of the Institute of Tropical Ecology & Environmental Science (ITEES) during this period.

In this capacity, Dr. Espinosa shall carry out the functions of the Institute, in addition to her current duties and responsibilities, until my return.

Very truly yours,

TEOFANES A. PATINDOL
Director

Conformé:

ELIZA D. ESPINOSA
Assoc. Prof. IV

Recommending Approval:

RENEZITA S. COME
Dean, CFES

ROTACIO S. GRAVOSO
VP, Academic Affairs

Approved:

PROSE IVY G. YEPES
President, VSU



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