

January 28, 2025

**Dr. Prose Ivy G. Yepes**

President

Visayas State University

Baybay City, Leyte

**Dear Dr. Yepes,**

In connection with my official travel to Palo, Leyte on January 30-31, 2025, I recommend **Ms. Kleer Jeann G. Longatang** as Office- in- Charge (OIC) of the Institute of Tropical Ecology & Environmental Science ( ITEES) 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 ITEES in addition to her present duties and responsibilities.

Very truly yours,

**TEOFANES A. PATINDOL**

*ITEES, Director*

Conforme:

**KLEER JEANN G. LONGATANG**

*Instructor, ITEES*

Recommending Approval:

**RENEZITA S. COME**

Dean, FFES

**ROTACIO S. GRAVOSO**

VP, Academic Affairs

Approved:

**PROSE IVY G. YEPES**

President, VSU



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**Vision** : A globally competitive university for science, technology, and environmental conservation.  
**Mission** : Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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