



**VISAYAS**  
STATE UNIVERSITY

## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

July 28, 2025

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

Thru: **Dr. Suzette B. Lina**  
Dean, FAFS

Dear **President:**

Greetings!

This is to request from your good office for the succession of OIC that in my absence as Head of the Eco-Farm and Resource Management Institute (Eco-FARMI) due to official and personal travels, the following faculty members within the institute will serve as Officer-in-Charge and are hereby recommended as follows:

1. Marejen A. Villaremo
2. Warren L. Obeda

Whenever I am on official travel or on leave automatically Ms. Villaremo will be the OIC of the Eco-FARMI. If Ms. Villaremo is not available, Mr. Obeda will take over.

Hoping for your favorable consideration on this matter.

Sincerely,

  
**ED ALLAN L. ALCOBER**  
Head, Eco-FARMI

Recommending Approval:

**SUZETTE B. LINA**  
Dean, FAFS

Approved:

**PROSE IVY G. YEPES**  
President



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