

September 14, 2023

Dr. EDGARDO E. TULIN

University President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

In connection with my CDO on September 18-20, 2023. I would like to recommend **Engr. Jimmy O. Pogosa** as Officer-in-Charge (OIC) of the Institute of Tropical Ecology & Environmental Management (ITEEM) to take charge of my responsibilities on the said dates until my return.

AS OIC, **Engr. Pogosa** is authorized to discharge the functions of the ITEEM in addition to his present duties and responsibilities.

Very truly yours,

ELIZA D. ESPINOSA

Director

Conforme:

JIMMY O. POGOSA

Instructor, ITEEM

Recommending Approval:

DENNIS P. PEQUE

Dean, CFES

Approved:

EDGARDO E. TULIN

University President