



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE OF  
**TROPICAL ECOLOGY AND  
ENVIRONMENTAL MANAGEMENT**

January 6, 2025

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

**Thru: Dr. Rotacio S. Gravoso**  
Vice-President for Academic Affairs

Dear **Dr. Yepes**,

This is to recommend the renewal of **Ms. Kleer Jeann G. Longatang's** appointment as **Division Head of the Terrestrial Ecosystems Division (TED)** of the Institute of Tropical Ecology and Environmental Management (ITEEM), effective immediately until December 31, 2025, with an appropriate workload unit equivalent.

As Division Head of TED, Ms. Longatang will perform the following responsibilities:

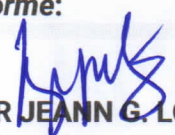
1. Assist the ITEEM Director in performing the overall management of the TED;
2. Spearhead the preparation, screening, and implementation of research and extension projects on terrestrial ecosystems;
3. Oversee the implementation of the Institute's Terrestrial Ecosystems Component as embodied in the University's Ten-Year Development Plan;
4. Coordinate with other colleges, departments, and units of the University on activities related to terrestrial ecosystems;
5. Serve as a member of the ITEEM Personnel Committee.

Thank you very much for your favorable action.

Very truly yours,

  
**TEOFANES A. PATINDOL**  
Director

**Conformé:**

  
**KLEER JEANN G. LONGATANG**  
Instructor I



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