



INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

November 29, 2024

DR. PROSE IVY G. YEPES

OIC, University President Visayas State University Baybay City, Leyte

Dear Dr. Yepes

We wish to recommend the renewal of appointment of **Mr. Orlan C. Capin** for the position of **Administrative Aide III** for the Institute of Tropical Ecology and Environmental Management (ITEEM) with the daily rate of **SIX HUNDRED SIXTY SEVEN PESOS & 18/100 ONLY** (P 667.18) effective January 01, 2025 to June 30, 2025.

Please see attached paper for his duties and responsibilities.

Very truly yours,

ITEEM Personnel Committee:

ANGELITA B. ORIAS

Committee Member

TEOFANES A. PATINDOL

Chairman, ITEEM Personnel Committee & Director, ITEEM

Availability of Appropriation/Funds

ALICIA M. FLORES

Head, Budget Division

Recommending Approval:

ELWIN JAY V. YU

Vice President for Administration and Finance

KLEER JEANN G. LONGATANG

Committee Member

Personnel Committee:

HONEY SOFIA V. COLIS

Director, ODHRM

Approved:

PROSE IVY G. YEPES University President



INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT College of Forestry and Environmental Science Visayas State University, Visca, Baybay City, Leyte Email: iteem@vsu.edu.ph / teofanes.patindol@vsu.edu.ph

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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.

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