



September 15, 2022

Dr. EDGARDO E. TULIN

University President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

In connection with my official travel to Inopacan, Leyte on September 16, 2022. 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
Head, Terrestrial Ecosystem Division

Recommending Approval:

DENNIS P. PEQUE
Dean, CFES

Approved:

EDGARDO E. TULIN
University President