



**INSTITUTE OF** TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT** 

June 13, 2023

## . EDGARDO E. TULIN

University President Visayas State University Visca, Baybay City, Leyte

## Dear Dr. Tulin,

In connection with my official travel to Baybay City Hall on June 13, 2023. I would like to recommend Ms. Kleer Jeann G. Longatang 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, Ms. Longatang 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:

**KLEER JEANN G. LONGATANG** 

Instructor, ITEEM

Recommending Approval:

**DENNIS P. PEQUE** 

Dean, CFES

Approved:

**EDGARDO E. TULIN** 

**University President** 

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