



March 6, 2024

Dr. Daniel Leslie S. Tan
Officer-In-Charge
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan,

In connection with my official travel to Homonhon, Guian, Eastern Samar, I recommend **Ms. Kleer Jeann G. Longatang and Dr. Marlito M. Bande** as Officers-in-Charge (OIC) of the Institute of Tropical Ecology & Environmental Management (ITEEM) to take charge of my responsibilities on March 8–13, 2024, and March 14–17, 2024, respectively.

As Officers-in-Charge, **Ms. Longatang and Dr. Bande** are authorized to discharge the functions of the ITEEM in addition to their present duties and responsibilities.

Very truly yours,

TEOFANES A. PATINDOL
Director

Conforme:

KLEER JEANN G. LONGATANG
Instructor

MARLITO M. BANDE
Associate Professor

Recommending Approval:

RENEZITA S. COME
Dean, CFES

Approved:

DANIEL LESLIE S. TAN
University Officer-In-Charge