



May 5, 2022

Dr. EDGARDO E. TULIN
University President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

In connection with my calamity leave on May 6-10, 2022. I would like to recommend **Dr. Marlito M. Bande**, 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, **Dr. Bande** 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:

MARLITO M. BANDE.
OIC Director, Biodiversity Center

Recommending Approval:

DENNIS P. PEQUE
Dean, CFES

Approved:

EDGARDO E. TULIN
University President