



September 15, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tulin**,

This is to highly recommend the appointment of **Ms. Angelita B. Orias** as **Secretary** of the **Waste Management and Pollution Control Team (WMPCT)** effective October 1, 2023, until December 31, 2023, unless sooner revoked or terminated by higher authorities.

As such Ms. Orias is tasked to do the following responsibilities with appropriate workload unit equivalent:

1. Act as Secretary, who shall serve as such for the team and shall keep all records and proceedings of the Team and its meetings;
2. Communicate to each member of the Team notices of meetings;
3. Prepare a calendar of activities per quarter and keep full and accurate records;
4. Draft communication from the Team to any units or agencies within and outside the university in connection to the tasks of the Team;
5. Do other duties as requested by the Team Chairman.

Thank you very much for your support.

Very truly yours,

ELIZA D. ESPINOSA
Chairman, WMPCT
Director, ITEEM

Conformé:

ANGELITA B. ORIAS
Instructor, ITEEM

Endorsed:

DENNIS P. PEQUE
Dean, CFFES

Approved:

EDGARDO E. TULIN
President

cc: CFES Dean, AB Orias, PRPEO, ITEEM

