



November 22, 2022


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

Dear Dr. Tulin,

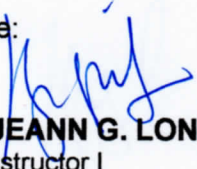
In connection with my official travel to CENRO Baybay City on November 24, 2022. I would like to recommend **Ms. Kleer Jeann G. Longatang**, as Officer-in-Charge (OIC) of the Institute of Tropical Ecology & Environmental Management (ITEEM) to take charge of my responsibilities on the said dates until 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
ITEEM, Instructor I

Recommending Approval:

DENNIS P. PEQUE
Dean, CFES

Approved:

EDGARDO E. TULIN
University President