



December 21, 2023

**Dr. Daniel Leslie S. Tan**  
OIC-President  
Visayas State University  
Visca, Baybay City, Leyte

Dear *Dr. Tan*,

In connection with my Mandatory Force Leave on December 27–29, 2023, I recommend **Dr. Dennis P. Peque** as Officer-in-Charge (OIC) of the Institute of Tropical Ecology and Environmental Management (ITEEM) to take charge of my responsibilities on the said dates, until my return.

AS OIC, **Dr. Peque** is authorized to discharge the functions of the ITEEM in addition to his present duties and responsibilities.

Very truly yours,

**TEOFANES A. PATINDOL**  
Director

*Conformé:*

**DENNIS P. PEQUE**  
Professor  
Department of Forest Science (DFS)

*Recommending Approval:*

**DENNIS P. PEQUE**  
Dean, CFES

**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

*Approved:*

**DANIEL LESLIE S. TAN**  
OIC-President