



VISAYAS
STATE UNIVERSITY

INSTITUTE OF
**TROPICAL
ECOLOGICAL
ENVIRONMENTAL SCIENCE**

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E # 0109

June 19, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear *Dr. Yepes*,

In connection with my official travel to Tacloban on June 23-27, 2025, I recommend **Dr. Eliza D. Espinosa** as Officer-in-Charge (OIC) of the Institute of Tropical Ecology & Environmental Management (ITEEM) to take charge of my responsibilities on the said date, until my return.

As Officer-in-Charge, **Dr. Espinosa** is authorized to discharge the functions of the ITEEM in addition to her present duties and responsibilities.


Very truly yours,


TEOFANES A. PATINDOL
Director

Conformé:

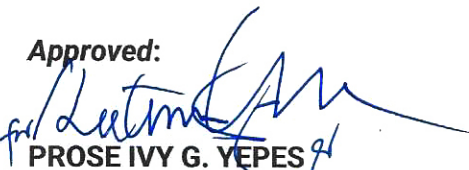

ELIZA D. ESPINOSA
Assoc. Prof. IV

Recommending Approval:


RENEZITA S. COME
Dean, CFES


ROTACIO S. GRAVOSO
VP, Academic Affairs

Approved:


PROSE IVY G. YEPES
President, VSU



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