

October 2, 2023

**Dr. EDGARDO E. TULIN**

University President  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Tulin,**

In connection with my sick leave on October 2-13, 2023. 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**

Instructor, ITEEM

Recommending Approval:

**DENNIS P. PEQUE**

Dean, CFES

Approved:

**EDGARDO E. TULIN**

University President