

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 16-31, 2023. I would like to recommend Dr. Marlito M. Bande 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 Dr. Bande 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:

MARLITO M. BANDE

Assoc. Prof IV

Recommending Approval:

DENNIS P. PEQUE

Dean, CFES

Approved:

EDGARDO E. TULIN

University President