



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE OF  
**TROPICAL ECOLOGY AND  
ENVIRONMENTAL SCIENCE**

December 12, 2025

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

Dear *Dr. Yepes*,

In connection with my Compensatory Day Off (CDO) scheduled on December 15–17, 2025, I am recommending **Dr. Berna Lou A. Regis** to serve as Officer-in-Charge (OIC) of the Institute of Tropical Ecology & Environmental Science (ITEES) during this period.

In this capacity, Dr. Regis shall carry out the functions of the Institute, in addition to her current duties and responsibilities, until my return.

Very truly yours,

**TEOFANES A. PATINDOL**  
Director

**Conformé:**

**BERNA LOU A. REGIS**  
Asst. Professor

**Recommending Approval:**

**RENEZITA S. COME**  
Dean, Faculty of Forestry and Environmental Science (FFES)

**ROTACIO S. GRAVOSO**  
Vice-President for Academic Affairs

**Approved:**

**PROSE IVY G. YEPES**  
President, VSU



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