



DECEMBER 6, 2021

HONEY SOFIA V. COLIS

OIC Director for Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

Greetings!

The Office of the Instructional Materials Development is primarily in-charged of managing the university's VSU E-learning Environment in the delivery instruction. The office has now 1 JO, acting as the technical support staff and manages all the faculty and students concern in relation to its operation and system maintenance.

As experienced, the office receives queries and concerns from about 100 faculty and students in normal/regular days. However, about 1000 faculty and students were catered during enrollment days. Hence, the current JO cannot attend to all concerns among faculty and students, given the fact that we are also receiving, approving, and monitoring faculty's submission of their OBE Course Syllabus, Learning Guides, TOS, VC Evaluation and Monitoring, VC Request for Training, etc.

In this connection, we humbly request from your good office to add 1 JO position to be assigned in our office to assist the current VSUEE technical support staff, and to function other duties and responsibilities that could be assigned to his/her by this office.

I hope this merits your favorable approval.

Thank you very much and God bless.

Sincerely,


NANCY D. ABUNDA

Head, Instructional Materials Development

Noted:


MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation