



June 20, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: Dr. Beatriz S. Belonias**  
Vice-President for Academic Affairs

Dear **Dr. Tulin**,

For the 1<sup>st</sup> Semester of this school year (2022–2023), we would like to request **four (4) Part-Time Instructors** to assist us in handling the GE subject **Envi 11 (General Principles of Environmental Science)**. Attached is the Projected Faculty Workload of the Institute for the semester.

We hope this request merits favorable action from your office.


Thank you very much for your untiring support.


Very truly yours,

**THE ITEEM PERSONNEL COMMITTEE:**

  
**JIMMY O. POGOSA**  
Committee Member

*(on travel)*  
**SENONA A. CESAR**  
Committee Member

  
**MARLITO M. BANDE**  
Committee Member

  
**HUMBERTO R. MONTES, JR.**  
Committee Member

  
**ELIZA D. ESPINOSA**  
Committee Chairman/ITEEM Director

**Recommending Approval:**

**DENNIS P. PEQUE**  
Dean, College of Forestry and Environmental Science (CFES)

**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

**Approved:**

**EDGARDO E. TULIN**  
President, VSU

ITEEM File