



**VISAYAS**  
STATE UNIVERSITY

# DEPARTMENT OF **ECONOMICS**

December 2, 2024

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

**Thru: Dr. Rotacio S. Gravoso**  
Vice President for Academic Affairs and  
Chairman, VSU-SC

**RE : Request to Hire 1 Part Time Instructor**

**Dear Dr. Yepes:**

Warmest greetings from the Department of Economics!

This is to inform your office that one (1) of our faculty member, **Mr. Ian Dave B. Custodio** is on study leave last 1<sup>st</sup> semester of SY 2024-2025. Mr. Custodio is pursuing his doctoral degree program at the University of Santo Tomas, Manila. This is in line with the department faculty development plan.

Also, Mr. Karl John A. Galvez is still pursuing his master's degree, hence, not yet qualified for a regular rank/item in the university as per civil service requirements.

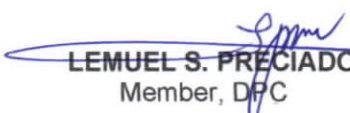
In view of this, the Department Personnel Committee would like to request the hiring of the following:

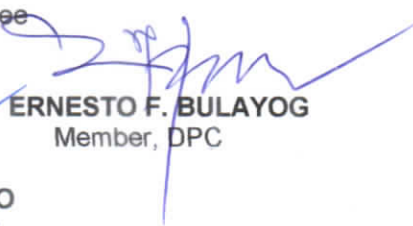
1. Hire 1 part time instructor to take over courses handled by Mr. Galvez and Mr. Custodio. Mr. Custodio is on study leave while Mr. Galvez, is still pursuing his master's degree which is required by the civil service commission.

Attached is the projected workload of the faculty including affiliate staff this 2<sup>nd</sup> semester of SY 2024-2025 and 1<sup>st</sup> semester 2025-2026, respectively.

Thank you very much and hoping for your immediate action on this request.

Department Personnel Committee

  
**LEMUEL S. PRECIADOS**  
Member, DPC

  
**ERNESTO F. BULAYOG**  
Member, DPC

  
**ZYRA MAY H. CENTINO**  
Head, Chairman, DPC

Recommending Approval:

**LILIAN B. NUÑEZ**  
Dean, CME

**ROTACIO S. GRAVOSO**  
Vice President for Acad. Affairs  
& Chairman, VSU-SC

Approved:

**PROSE IVY G. YEPES**  
President



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