



January 4, 2022

DR. BEATRIZ S. BELONIAS

Vice-President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte
6521

Dear Dr. Belonias:

Greetings!

Recently, the Department of Physics has transferred to the Annex Building of the Old Library Building. In addition, we have occupied the Faculty Rooms including the Office and Staff Room which are occupied by two (2) faculty. Based on our knowledge, an internal arrangement between the former department head of the Department of Mathematics and Physics, Prof. Climaco D. Espina, Jr., and the former CAS Dean, Dr. Candelario L. Calibo, that the former CAS Dean can temporarily occupy the Office and Staff Room located at the Annex Building while the CAS Dean has no office yet. However, during his term, the said temporary office is not yet ready for occupancy, and he prefers to stay at DoPAC.

From the time that the Department of Physics transferred to the Annex Building, the said office is now occupied by two (2) of its faculty members. However, if VSU would like to use the Office and Staff Room as a CAS Dean's office, the Department of Physics is willing to vacate the room and look for a temporary office for the displaced faculty.

Table 1 shows the utilization of the rooms at the Old Library building and the 1st floor of the Annex Building.

Table 1. DPhys faculty and staff room utilization.

	Name of Faculty and Staff	Room/ Area in m ²
1.	Rev Rhizza L. Aure	Faculty Room (Used as Department Head Office)
2.	Jeffrey Lloyd L. Cagande	Faculty Room
3.	Florence Adelyn O. Armada-Castil	Faculty Room
4.	Marlon F. Sacedon	Faculty Room
5.	James Roy P. Lesidan	Office and Staff Room (Conference Room)/ 31.49 m ²
6.	Oliver D. Semblante	Office and Staff Room (Conference Room)/ 31.49 m ²
7.	Hannah Rissah F. Abad	Temporarily occupying the DPhys Lab. Room
8.	Wenifredo T. Soriano	DPhys Storage Room
9.	Perlie A. Gucela	DPhys Classroom No. 2 (DPhys Temporary Office)/ 67.62 m ²
10.	Hermie G. Mazo	DPhys Classroom No. 2 (DPhys Temporary Office)/ 67.62 m ²
11.	John Andre B. Lao	DPhys Classroom No. 2 (DPhys Temporary Office)/ 67.62 m ²