

May 23, 2024

**Dr. Prose Ivy G.Yepes**

President

Visayas State University

Visca, Baybay City, Leyte

*Thru:* **Dr. Rotacio S. Gravoso**

Vice-President for Academic Affairs

Dear *Dr. Yepes*,

The Institute of Tropical Ecology and Environmental Management (ITEEM) is handling one undergraduate program and one graduate program - the BS Environmental Science (BSES), and the MS Tropical Ecology (MSTREC), respectively. In addition, the Institute also handles the GE course ENVI 11 (General Principles of Environmental Science), and other related subjects requested by other departments. Enrollees of the BSES program and Envi 11 GE course substantially increase every school year, and assigning the workloads every semester has always been difficult with only four regular and one temporary faculty, despite part-time instructors.

All five ITEEM faculty are also overloaded with responsibilities in research, extension, and other related activities. We have requested additional regular instructors, of at least two (2), for a couple of years already, but were always disapproved. Requests for part-time instructors every semester, however, were considered and served.

The coming school year, 2024-2025, will be more challenging for the Institute's manpower. One of the regular faculty is currently on sabbatical leave<sup>1</sup> for health reasons, one is on study leave<sup>2</sup>, and one is scheduled for sabbatical leave beginning the second semester of the AY 2024-2025.

Hence, in light of the abovementioned, we again **reiterate our request** for an additional **two (2) regular faculty** who will serve to begin this 1<sup>st</sup> Semester of the AY 2024-2025, and request, further, to hire **four (4) part-time instructors** for the said semester.

We hope this request merits favorable action from your office.

Thank you very much for your support.

Very truly yours,

**THE ITEEM PERSONNEL COMMITTEE:**

<sup>1</sup> To reinstate in November this year.

<sup>2</sup> Beginning, October 2023

**KLEER JEANN G. LONGATANG**  
Member

**ANGELITA B. ORIAS**  
Member

**TEOFANES A. PATINDOL**  
Chairman / Director, ITEEM

***Recommending Approval:***

**ARTURO E. PASA**  
Dean, College of Forestry and  
Environmental Science (CFES)

**ROTACIO S. GRAVOSO**  
VP, Academic Affairs

***Approved:***

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

**Vision** : A globally competitive university for science, technology, and environmental conservation.  
**Mission** : Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.