



August 15, 2022

EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **DR. BEATRIZ S. BELONIAS**
VP for Academic Affairs
Chairman, Academic Personnel Board

Dear **President Tulin**:

Greetings of Peace and Solidarity!

The Institute of Human Kinetics is growing in terms of student population assisted as a service course provider. The institute offered tertiary physical education courses with more than four thousand (4,000) enrollees, Senior High School Physical Education and Health with almost a hundred (100) enrollees, and the Master of Education courses. More so, the institute offers as well two (2) degree programs, the Bachelor of Physical Education (BPEd) and the Bachelor of Culture and Arts Education (BCAEd), having a total population of three hundred eighteen (318) students actively enrolled in these programs.

Looking into the projected faculty workload, the regular faculty will have to teach 6-9 sections every week (to justify the 18-unit teaching workload) with at least 3- 5 preparations, excluding the other assigned task of the faculty. With the increasing number of students and the resumptions of sports & wellness activities this semester the institute finds it a need to request for:

1. **One (1) Regular Instructor.** One regular instructor in replacement of Prof. Vicente B. Antipaso who will retire on September 3, 2022.
2. **Six (6) Part-time Instructors**
 - a. One (1) part-time instructor to take the load of Prof. Mary Jean Sapan, who is on study leave.
 - b. One (1) part-time instructor to take the load of Mr. Andrew A. Mazo, who is on study leave.
 - c. One (1) part-time instructor to take the load of Prof. Florife Gatchalian, who is on study leave.
 - d. Three (3) additional part-time instructors. The IHK personnel committee sees the need to hire **three (3) part-time instructors** to facilitate the increasing number of students and the workloads that the regular faculty could no longer accommodate to facilitate students' learning better.

Attached is the projected workload for the first semester, AY 2022-2023 for your perusal.

We are looking forward to the approval of this request.