



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

April 11, 2024

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

Thru: Dr. Beatriz S. Belonias
Vice President for Academic and
Chairman, VSFC-AS

RE : Request to Hire 1 New Regular Instructor Position and 1 Part Timer

Dear Dr. Yepes:

Warmest greetings from the Department of Economics!

This is to inform your office that one (1) of our senior faculty, **Prof. Brenda M. Ramoneda** has retired from service last February 7, 2024. Furthermore, one of our faculty member, **Mr. Ian Dave B. Custodio** will be on study leave effective 1st semester of SY 2024-2025. Mr. Custodio will pursue his doctoral degree program at the University of Santo Tomas, Manila. This is in line with the department faculty development plan.

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

1. Hire 1 new regular instructor position in lieu of Prof. Brenda M. Ramoneda who retired last February 8, 2024.
2. Hire 1 part time instructor to take over courses handled by Mr. Custodio who will be on study leave starting 1st sem. SY 2024-2025.

Attached is the projected workload of the faculty including affiliate staff this 1st sem. and 2nd semester of SY 2024-2025 respectively.

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

Department Personnel Committee

-abstain-
IAN DAVE B. CUSTODIO
Member, DPC

MOISES NEIL V. SERIÑO
Member, DPC

ZYRA MAY. H. CENTINO
Head, Chairman, DPC

Recommending Approval:

MOISES NEIL V. SERINO
Dean, CME

BEATRIZ S. BELONIAS
Vice President for Acad. Affairs
& Chairman, VSFC-AS

Approved:

PROSE IVY G. YEPES
President



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