



in ~~Sept~~ ^{June} 20, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Beatriz S. Belonias
Vice-President for Academic Affairs

Dear **Dr. Tulin**,

Thank you very much for granting the Institute two (2) part-time instructors over the four (4) we requested for this semester (1st Sem./AY 2022-2023). However, despite the two part-time instructors, the following far exceeded our workloads:

- The significant increase of enrollees for the GE course Envi 11 (Environmental Science), making 32 sections, with which 2 exceeded the maximum number of students per class, and need splitting (would make 34 sections); and,
- The subjects requested from other units, such as the Envi 111n (Environmental Management for Food Industries), with three (3) sections, and the Envi 110 (Natural Resource and Environmental Management), with one (1) section.

In this regard, we again request at least **one (1) additional part-time instructor** for this semester. We attached the Institute's Projected Faculty Workload for this semester which includes the workload for the 3rd part-time instructor.

Considering that classes have already started, we request further to hire the 3rd rank applicant we interviewed and has conducted the teaching demo on September 5, 2022 (*please refer to the attached photocopy of the Ranking of Teaching Applicants*). The committee also finds the applicant qualified for the job.

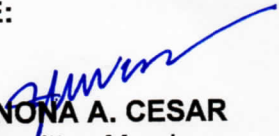
We hope this request merits favorable action from your office.

Thank you very much for your untiring support.


Very truly yours,

THE ITEEM PERSONNEL COMMITTEE:


JIMMY O. POGOSA
Committee Member


SENONA A. CESAR
Committee Member

(on leave during the interview)
MARLITO M. BANDE
Committee Member


HUMBERTO R. MONTES, JR.
Committee Member


ELIZA D. ESPINOSA
Committee Chairman/ITEEM Director