



January 13, 2022

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

SIR:


The department would like to inform your good office that Mr. Virgelio C. Dargantes, Jr. agreed to defer his PhD Extension Education studies at UPLB and wait for Ms. Anna Martha C. Monsanto to reinstate. Moreover, for this second semester, A.Y. 2021-2022, Dr. Henry Goltiano will be given teaching load because he will be reinstating on March 16, 2022, thus we only need one part-time instructor (currently the department has two part-time instructors).


In this connection, may we humbly request for one part-time instructor position. Please see attached projected workload.

Thank you and hope for your kind approval on this request.

Respectfully yours,

DAEEx Personnel Committee:


KAREN LUZ P. YAP
DAEEx Head and Chairman


MILAGROS C. BALES
Member


LIJUELAJ J. CUADRA
Member

Recommending Approval:

VICTOR B. ASIO
CAFS Dean

BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:

EDGARDO E. TULIN
President