



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
BIOTECHNOLOGY**

Visayas State University  
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March 18, 2022

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

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

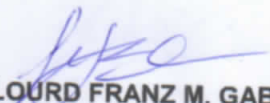
Dear Sir:


The Personnel Committee of the Department of Biotechnology highly endorses the request of Ms. Donna Christene Q. Ramos to have a reduced teaching load for the Second Semester AY 2021-2022. Please see attached letter for your perusal.

Thank you.

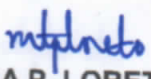
Very truly yours,

  
**KYZA MAE M. RAMONEDA**  
OIC-Head & Chairman, DBt  
Personnel Committee

  
**LOURD FRANZ M. GABUNADA**  
Member, DBt Personnel  
Committee

  
**MARCIANA B. GALAMBAO**  
Member, DBt Personnel  
Committee

Noted:

  
**MA. THERESA P. LORETO**  
Dean, College of Arts and Sciences

Recommending Approval:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Approved:

**EDGARDO E. TULIN**  
President