



August 5, 2022

Dr. Edgardo E. Tulin

President

Visayas State University

Thru:

Dr. Beatriz S. Belonias

Vice-President for Academic Affairs and
Chairman, Academic Personnel Board

Visayas State University

Dear President Tulin:

Greetings.

We would like to respectfully request from your good office for one (1) Part-Time Instructor effective first semester, S.Y. 2022-2023. Our department will be offering Soil 110 with more or less 260 students and Earth and Life Sciences courses with almost 200 students too, on top of the major graduate and undergraduate courses. Moreover, the request for extension (until end of September 2022) of Ms. Cecille Marie O. Quinones was granted and Dr. Deejay Lumanao will be having her maternity leave this coming September as well.

Attached please find the projected workload of our department integrating the teaching load of our three (3) Affiliate Staff which was approved by the faculty in our meeting today. Having a Part-Time Instructor this semester would be of great help to our department in order for us to perform our tasks and responsibilities effectively and efficiently.

We hope that our request merits your kind approval.

Thank you very much for your continued support.

Sincerely yours,

Academic Personnel Committee

DEEJAY M. LUMANAO

BEATRIZ C. JADINA

APC member

APC Member

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

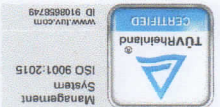
Approved:

BEATRIZ S. BELONIAS

VP for Academic Affairs and Chair, APB

EDGARDO E. TULIN

President

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge,
and innovative technologies for sustainable communities and environment.