



December 10, 2021

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

6521

Thru: **DR. BEATRIZ S. BELONIAS**

Vice-President for Academic Affairs and

Chairperson, Academic Personnel Board

Dear **Dr. Tulin**:

Greetings!

Last November 26, 2021, the Department of Physics received a document requesting our office to handle **Physical Science** subjects at the VSU Integrated High School (3 sections). However, we are already done assigning the courses for the 2nd Semester, A. Y. 2021- 2022, and have submitted our projected workload. In addition, based on the projected workload, we have sent a request to hire one (1) faculty last November 12, 2021.

In line with this, we would like to request to hire one (1) additional faculty to handle the subjects requested by the VSU Integrated High School.

Please see the attached documents for your perusal.

We are hoping for your favorable response regarding this matter.

Thank you very much.

Sincerely yours,

**REV RHIZZA L. AURE**

Head, DPhys and Chairperson, Personnel Committee

**MARLON F. SACEDON**

Member

**JEFFREY LLOYD L. CAGANDE**

Member

**FLORENCE ADELYN O. ARMADA-CASTIL**

Member

**OLIVER D. SEMBLANTE**

Member



Noted:

**MA. THERESA P. LORETO**  
Dean, CAS

Recommending Approval:

**DR. BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs and  
Chairperson, Academic Personnel Board

Approved:

**EDGARDO E. TULIN**  
President