



December 3, 2021

**Dr. Edgardo E. Tulin**  
President  
Visayas State University

Thru: **Dr. Beatriz S. Belonias**  
Vice President for Academic Affairs and  
Chairperson, Academic Personnel Board


Dear Sir,

We would like to request your approval for us to hire part-time faculty to help us in the course offerings of the department. Every semester, the department hires part-time faculty members, more so, that this semester, one of our faculty, Mr. Jayzon G. Bitacura is on study leave for his PhD. Based on our workload, we will be hiring four (4) part-time faculty this semester. Attached, please find the projected workload of the faculty members for your reference.

Thank you very much and we look forward to your positive response to this request.


Truly yours,


DBS Personnel Committee:

  
**SENONA A. CESAR**  
Member

  
**ART RUSSEL R. FLANDEZ**  
Member

  
**EUNICE KENEE L. SERIO**  
Member

  
**ROSALINA D. POLIQUIT**  
Member

  
**ANALYN M. MAZO**  
Chairperson

Endorsed:

Recommending Approval:

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

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

Approved:

**EDGARDO E. TULIN**  
President

**VISAYAS STATE UNIVERSITY**  
**College of Arts and Sciences**  
**Department of Biological Sciences**  
**Projected Faculty Workload Second Semester SY 2021-2022**

Projected Faculty Workload    Second Semester SY 2021-2022															
NAME OF FACULTY	I. INSTRUCTION							II. RESEARCH & EXTENSION	WLU	III. OTHER RELATED ACTIVITS	WLU	IV. ADMIN. RESPONSIBILITIES	WLU		
	Subject(s) Taught			No. of Hrs	Units	No. of Stud.	WLU								
	No. of Section	Crs. No.	Descriptive Title											lab/lec	
1. Analyn M. Mazo	1	Zool 117	Invertebrate Zoology	lec	3	3.00	15	3.99	Strengthening CMFARMs, BFARMs & Pos in participatory Coastal Resource Assessment (PCRA) and Information, Education and Advocacy on Mangrove Resources in 5 <sup>th</sup> District of Leyte (SL)	3.00	Member, University Academic Council	0.50	Head, DBS	12.00	
		1	Zool 117	Invertebrate Zoology	lab	6	2	15	5.46	Benthic Macroinvertebrates in Major River Systems in Leyte (SL)	3.00	Chair, DBS Admission Committee	0.20		