



December 1, 2021

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.

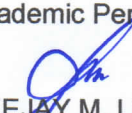
We would like to inform your office that Ms. Cecille Marie O. Quinones, a regular faculty of the department requested for an extension of her study leave from January 2022- July 31, 2022 which was discussed in the VSU Scholarship Committee meeting last Nov. 25, 2021. In relation to this, we would like to respectfully request from your good office for the renewal of the Substitute Instructor position of the department effective second semester S.Y. 2021-2022. Our department will be offering Soil 22 and Soil 24 with more or less 300 and 250 students per course, respectively on top of the major graduate and undergraduate courses. Moreover, when limited face to face classes will be implemented next year, we would be needing more manpower to handle all our courses (approximately 12 and 10 laboratory classes in Soil 22 & Soil 24, respectively). Attached please find the projected teaching load of our department integrating the teaching load of our two (2) Affiliate Staff. Having a Substitute Instructor next semester would be of great help to our department in order for us to perform our tasks and responsibilities effectively and efficiently.

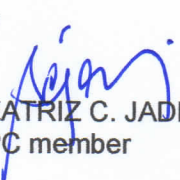
We hope that our request merits your kind approval.

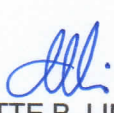
Thank you very much for your continued support.

Sincerely yours,

Academic Personnel Committee


DEEJAY M. LUMANAO
APC Member


BEATRIZ C. JADINA
APC member


SUZETTE B. LINA
APC Chairperson & Head, DSS

