



February 7, 2023

MS. MARWEN A. CASTAÑEDA

University Registrar
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Castaneda:

Warm greetings!

Our two (2) part-time instructors, **Mr. Clef Lennard M. Piedraverde** and **Ms. Ray Ann Rose M. Rosos** have submitted the final grades of students in their respective classes today, 7 February 2023. I understand that their compensation is up to today, their last day of work in our department. They will no longer be reporting to the department unless their services are needed, i.e., next week's enrolment and until we can hire new regular faculty members as replacements to three (3) of our colleagues who have just retired. We also have three (3) faculty colleagues who are on study leave until the end of the current school year.

Thank you very much.

Very truly yours,

ERNESTO F. BULAYOG

OIC-Head, DOE

Noted by:

MOISES NEIL V. SERIÑO

CME, Dean

Approved:

MARWEN A. CASTAÑEDA

University Registrar

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.