



June 21, 2022

DR. EDGARDO E. TULIN
President, VSU
Visca, Baybay City, Leyte

Thru: **DR. BEATRIZ S. BELONIAS**
VP for Academic Affairs and Chair, APB
Visca, Baybay City, Leyte

RE: Request to hire 3 regular economics faculty

Dear Dr. Tulin,

We are writing regarding the expected vacant faculty position in September in the Department of Economics. Prof. Rufina F. Capuno's request for retirement from office on August 16, 2022 was approved by the APB, and Dr. Ma. Salome B. Bulayog wrote to APB that her retirement is made earlier effective August 30 rather than on October 31, 2022 due to medical reasons. Prof. RF Capuno is an Associate Professor II in rank and Dr. MSB Bulayog is Professor I.

In addition, every first semester, we hire a part-time instructor to augment our manpower to teach Economics courses. Hence, this coming September we will be needing three faculty positions. Please see attached projected workload for the 1st semester and 2nd Semester, AY 2022-2023, respectively.

In this connection, we would like to request to:

1. Hire 2 regular faculty positions in lieu of the retiring faculty members, Dr. Ma. Salome B. Bulayog and Prof Rufina F. Capuno
2. Hire 1 (new) regular faculty position to accommodate increasing number of services courses instead of hiring part time instructor.

If our request is granted, the vacant slots can be filled in just on time for the face-to-face classes in September.

This is our ardent hope and prayer. Thank you very much.

Very truly yours,