



December 1, 2021

DR. EDGARDO E. TULIN

President

VSU, Visca, Baybay, Leyte

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

Vice President for Academic Affairs

Chairman, Academic Personnel Committee

Dear President Tulin,

This is to request that we be allowed to hire six (6) part-time instructors to commence work this Second Semester, AY 2021–2022. Currently, the department has only nine regular instructors but Mrs. Elizabeth M. Sebios will be having her maternity leave at the start of the semester. Mr. Rodney O. Maniego is employed currently as our substitute instructor holding most of the ESci 126 programming courses of engineering courses.

Currently, DCST is catering *general education courses* ITec 11 (Living in the IT Era), CSci 21 (Information Technology Concepts and Skills), and *common course* ESci 126 (Computer Fundamentals and Programming). With our current strength, we already have difficulty coping the workload for instruction that we have no more time to do research and extension. The remaining faculty members of the department cannot fully absorb the assigned workload as reflected in the attached projected workload for this 2nd Semester School Year 2021-2022.

Hoping for your immediate and favorable response on this request. Thank you.

Very truly yours,


MAGDALENE C. UNAJAN

Head, DCST

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

EDGARDO E. TULIN

President