



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF**  
AGRONOMY

December 18, 2023

**Dr. Daniel Leslie S. Tan**  
OIC President  
Visayas State University  
Visca, Baybay City, Leyte

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

Dear **President Tan**:

Warm greetings and congratulations!

Once again the Department of Agronomy is requesting your good office four part-time instructors to assist the regular faculty in the instruction undertakings for the second semester SY 2023 - 2024. This is because other faculty members, namely Ms. Ma. Gweneth M. Abit and Ms. Loreme S. Cagande are now full-time graduate students at Oklahoma State University, USA, and UPLB, Los Baños, Laguna, respectively. Besides, Prof. Mariedith I. Bagarinao and Mr. Wences Rey B. De la Peña are still in the process of writing and conducting their dissertation and field experiments, respectively which they need minimum teaching loads for the upcoming second semester.

In this light, we may request benevolently to allow us to hire four part-time instructors for this upcoming second semester. The existing four part-time instructors hired during this first semester are outstanding in their teaching performance. They should be maintained in the department so they do not have to go to other academic institutions since they are vital for the upcoming first semester of SY 2024-2025 where abundant courses will be offered during the said period. Rest assured that all regular faculty will be given enough teaching load aside from their workloads in research, extension, production, and administration functions.

Attached is the projected faculty workload for the second semester of SY 2023 -2024, and the upcoming first semester of SY 2024-2025 of the Department of Agronomy for your perusal. Thank you very much and God bless.

Very truly yours,

The DA Academic Personnel Committee:

  
**BERTA C. RATILLA**  
Member, APC

  
**NELLO D. GORNE**  
Member, APC

  
**LUZ G. ASIO**  
Member, APC

  
**DIONESIO M. BAÑOC**  
Head, DA and Chair, APC