



July 29, 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 two (2) part time instructors

Dear **Dr. Tulin**,

This is in reference to the approval of the one-year graduate study leave of Ms. Babylyn C. Lambert and Mr. Karl John A. Galvez this school year, AY 2022-2023. Ms. Lambert will finish her PhD in Economics at Ateneo de Manila University and Mr. Galvez will finish his MSc Economics at UPLB. With this, the department personnel committee would like to request to hire two (2) part-time instructors to serve the teaching load of our two faculty on study leave.


We are hoping for your kind approval of this request.

Thank you very much.

Very truly yours,

The Department Personnel Committee:

  
**MOISES NEIL V. SERIÑO**  
Member, DPC

  
**MA. SALOME B. BULAYOG**  
Member, DPC and DOE Faculty

  
**MARIA HAZEL I. BELLEZAS**  
Chair, DPC and Head, DOE

Endorsed by:

  
**MOISES NEIL V. SERIÑO**  
CME Dean

Recommending Approval:

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs and Chair, APB

Approved:

**EDGARDO E. TULIN**  
President, VSU