



Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated
A. Bonifacio St., Baybay City, Leyte

August 1, 2023

APPOINTMENT
Academic Year 2023 - 2024

Tracie R. Puna, M.A.
Graduate School Faculty
FCIC, Baybay City, Leyte

Dear Mrs. Puna,

You are hereby appointed as Graduate School Faculty Full-Time of the Franciscan
(Position Title) (Status)
College of the Immaculate Conception, Baybay, Leyte, Incorporated, Graduate School Department,
Baybay City, Leyte.

You perform job functions consistent with the Institution's vision and mission statements, philosophies, and core values; ensure that students similarly espouse and operationalize the vision, mission, and values of the school.

Please see the Dean, Graduate School Department for your teaching loads and other possible assignments.

Other Conditions:

1. You hereby agree to attend and participate in faculty meetings, in-service trainings, seminars and other faculty development programs required by the school, including school activities/ functions, in order to continually improve and enhance your effectivity as a Teacher of FCIC. This condition will be deductible in proportion to the number of hours the school expects of your presence and participation.
2. You hereby agree to abide by and follow the policies, rules and regulations and carry out the mission and vision of FCIC.
3. Parties finally agree that the provisions of the Faculty Manual are deemed part of this agreement.

This appointment shall be in effect from the date the appointee affixes her signature.

SISTER MARY MICHAEL BACTONG, O.S.F., Ph.D.Ed.
President

TIN : 939-655-937

Conforme:

TRACIE R. PUNA, M.A.
Appointee

Date: 9/19/23

TIN : 492-823-076

CC. President
Head, Finance
Head, Human Resources Management and Development

Subscribed and sworn to before me this SEP 28 2023 day of 2023 at Baybay City, Leyte, Philippines.

CC. No. 181
AGE NO. 21
BOOK NO. XXIX
DATE OF 2023

ATTY. VIVIAN A. ENARIO-VIDALLON

NOTARY PUBLIC

NC. NO. B-22-06-02, JULY 4, 2022

UNTIL DECEMBER 31, 2023

ROLL NO. 62930

PR. NO. DC0101789, 1/3/2023, BAYBAY CITY, LEYTE

IBP NO. 246418, 1/9/2023, LEYTE

MCLE COMPLIANCE NO. VII-0001765