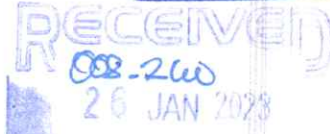




January 25, 2023



DR. EDGARDO E. TULIN
President
Visayas State University
Baybay City, Leyte



Through: **DR. BEATRIZ S. BELONIAS**
Chairperson, University Academic Personnel Board

Dear Pres. Tulin:

The Department of Tourism and Hospitality Management would like to request your approval to hire additional faculty for the 2nd semester of academic year 2022-2023.

Currently, the department has only seven (7) regular faculty: 4 BSHM and 3 BSTM core instructors. The second semester offers specialization courses that require additional instructors. Moreover, we are expecting 65 BSHM and 21 BSTM students who will have their practicum next semester. On top of this, 35 BSTM students are expected to re-enroll TMgt 200B (Undergraduate Thesis), thus requiring 8-9 advisers.

The department is also scheduled for Preliminary Survey Visit (PSV) for the two programs offered this year and is expected to perform research and extension functions. However, the number of existing faculty is insufficient to meet all these responsibilities. Thus, the department requests your approval to hire additional faculty for the second semester of the academic year 2022-2023.

- **Three (3) Substitute Instructors** in place of the following:
 - a. Dr. Aireen Y. Clores - Assistant Professor II
 - b. Dr. Eunice I. Beray - Associate Professor IV
 - c. Nikki G. Corales-Bajas - Instructor I
- **Two (2) Part-Time Instructors** to teach tourism and hospitality courses which the existing regular faculty and the requested substitute instructors cannot accommodate.

In addition, we would like to propose the renewal of Mr. Alexander L. Cabral, Jr.'s appointment as a Substitute Instructor owing to recruiting difficulties and time constraints, while the other two substitute instructors and part time instructors will go through the usual process.


Please find attached the department's projected workload for the 2nd semester of 2022-2023 for your perusal.

Thank you very much for your continued support to the department.


Very truly yours,

DEPARTMENT PERSONNEL COMMITTEE


HANNAH MAE E. QUIMBO
Chairperson


NANCY V. DUMAGUING
Member


RANDY G. OMEGA
Member


APRIL GAYLE V. CALUNANGAN
Member


CHELYN G. ESTILLORE
Member

Recommending Approval:


MOISES NEIL V. SERIÑO
Dean, CME

BEATRIZ S. BELONIAS
Chairperson, University Academic Personnel Board

Approved:

EDGARDO E. TULIN
President, VSU



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