



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF **ECONOMICS**

December 2, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Rotacio S. Gravoso
Vice President for Academic Affairs and
Chairman, VSU-SC

RE : Request to Hire 1 Part Time Instructor

Dear Dr. Yepes:

Warmest greetings from the Department of Economics!

This is to inform your office that one (1) of our faculty member, **Mr. Ian Dave B. Custodio** is on study leave last 1st semester of SY 2024-2025. Mr. Custodio is pursuing his doctoral degree program at the University of Santo Tomas, Manila. This is in line with the department faculty development plan.

Also, Mr. Karl John A. Galvez is still pursuing his master's degree, hence, not yet qualified for a regular rank/item in the university as per civil service requirements.

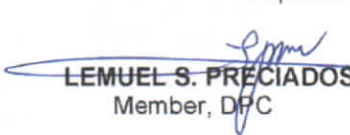
In view of this, the Department Personnel Committee would like to request the hiring of the following:

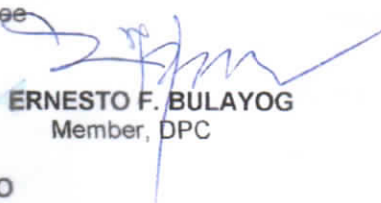
1. Hire 1 part time instructor to take over courses handled by Mr. Galvez and Mr. Custodio. Mr. Custodio is on study leave while Mr. Galvez, is still pursuing his master's degree which is required by the civil service commission.

Attached is the projected workload of the faculty including affiliate staff this 2nd semester of SY 2024-2025 and 1st semester 2025-2026, respectively.

Thank you very much and hoping for your immediate action on this request.

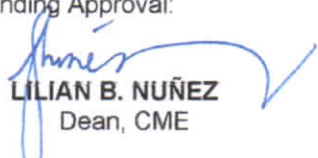
Department Personnel Committee



LEMUEL S. PRECIADOS
Member, DPC


ERNESTO F. BULAYOG
Member, DPC


ZYRA MAY H. CENTINO
Head, Chairman, DPC

Recommending Approval:


LILIAN B. NUÑEZ
Dean, CME

ROTACIO S. GRAVOSO
Vice President for Acad. Affairs
& Chairman, VSU-SC 

Approved:

PROSE IVY G. YEPES
President



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