



**VISAYAS**  
STATE UNIVERSITY



**Department of Civil Engineering**  
**College of Engineering and Technology**  
Visca, Baybay City, Leyte, PHILIPPINES  
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14 November 2019

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



Through: **DR. BEATRIZ S. BELONIAS**  
Vice President for Instruction and APB Chairperson

Dear Dr. Tulin,

The Department of Civil Engineering is in need of additional three regular faculty members to teach lecture and laboratory civil engineering courses, engineering sciences and mathematics for the second semester of SY 2019-2020. Since Engr. Andy Phil D. Cortes is on study leave and Engr. Jan Joshua M. Pomida will not renew his appointment.

In this regard, the undersigned would like to request your office to allow us to hire three (3) Civil Engineers to augment the current number of faculty members of the department.

Hoping for your affirmative response to this request. Thank you very much.

Very truly yours,

*E. G. Loreto*

**EPIFANIA G. LORETO**  
Head, DCE

RECOMMENDING APPROVAL:

*Roberto C. Cuarte*  
**ROBERTO C. CUARTE**  
Dean, College of Engineering

APPROVED:

*Edgardo E. Tulin*  
**EDGARDO E. TULIN**  
University President

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction  
and APB Chairperson

APB Res. No. 846 S. 2019  
Recommending approval to hire  
3 Substitute Instructors for  
SY 2019-20 only.

*HS*  
11/27/19

**Vision:** A globally competitive university for science, technology, and environmental conservation  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

*submitted 11/15/19  
11/18/19 return*