



VISAYAS
STATE UNIVERSITY

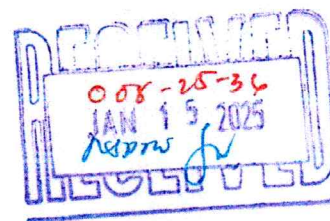
DEPARTMENT OF
**AGRICULTURAL AND
BIOSYSTEMS ENGINEERING**

15 January 2025

DR. PROSE IVY G. YEPES
University President
Visayas State University



Thru: **DR. ROTACIO S. GRAVOSO**
Vice President, Academic Affairs and
Chairman, VSFC-AS



Dear **Dr. Yepes**;

Greetings from the Department of Agricultural and Biosystems Engineering!

During the 12th DABE Regular Meeting on 17 December 2024, the Department Personnel Committee reviewed our current staffing needs and collectively recommended the addition of these positions. It was decided to hire two (2) part-time instructors, hence, we initially submitted a request letter dated January 3, 2025.

However, upon careful consideration, we would like to request **one (1) Instructor I** with Item and **one (1) part-time instructor**. We believe that hiring these instructors will not only help us manage the increased workload but also enhance the overall student experience by ensuring that we maintain high-quality instruction and support.

Additionally, for your reference, we have attached the projected workload for the second semester, which outlines the necessity for hiring two (2) new instructors.

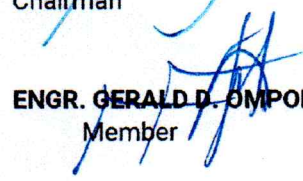
We hope for your continued support and affirmative response to this request.

Thank you very much.

Sincerely yours,

Department Personnel Committee:


ENGR. JUCEL MARIE T. GUATLO
Chairman


ENGR. GERALD D. OMPOD
Member


ENGR. MARJORIE E. TIMBAL
Member

Noted by,

Recommending Approval,

Approved by,


DR. JANNET C. BENCURE
Dean, CET

DR. ROTACIO S. GRAVOSO
VP for Academic Affairs 

DR. PROSE IVY G. YEPES
University President



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