



December 1, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**
Vice President, Academic Affairs

Dear **Dr. Tulin**,

We would like to request the hiring of one (1) faculty on Instructor I positions, to replace Engr. Cleo S. Bilocura. His appointment will expire on December 31, 2021. Unfortunately, he informed the department that he will not be renewing his appointment effective Second Semester of this AY 2021-2022.

Attached herewith is a copy of the projected workload to support this request.

Thank you for your usual support.

Sincerely yours,

DME Personnel and Scholarship Committee

PHILIP CAESAR L. EBIT
Member

RONARD G. PAÑA
Member

JUNDY R. CASTIL
Chairman

Recommending Approval:

JANNET C. BENCURE
College Dean

BEATRIZ S. BELONIAS
Vice President, Academic Affairs

Approved:

EDGARDO E. TULIN
University President