



27 December 2019

Engr. Jundy R. Castil
Head, DME
VSU, Visca, Baybay City, Leyte



Dear **Engr. Castil**:

Quoted hereunder for your information is the excerpt of minutes of the Academic Personnel Board (APB) meeting held on December 16, 2019 which was approved by the University President. The request of DME Personnel Committee to hire one (1) Substitute Faculty to teach BS Mechanical Engineering and Allied Engineering subjects effective 2nd Sem SY 2019-20 was presented and discussed. The request is due to the following reasons:

- a. Two (2) faculty members who are still incompliant with CHED minimum requirement are schedule to pursue their graduate studies
 - Engr. Ayrtan John V. Bantay – 2nd Sem SY 2019-20
 - Engr. Vic Angleo Impas – 1st Sem SY 2020-21
- b. As per result of recently concluded AACUP-Prelim Survey Visit (PSV), DME has its weakest area on research and extension. The department commits to strengthen research and extension but this will not be possible if our faculty members will have high teaching loads.
- c. With reduced teaching loads, the faculty members will be able to produce quality instruction manuals that are required by CHED-RQAT for Cert. of Program Compliance (COPC) on BS ME program.

Name of Faculty Member	Projected Teaching Workload 2 nd Sem SY 2019-20
1 Substitute Instructor	22.95

Thereupon, below is the **APB action**.

APB Resolution No. 894

Series of 2019

Recommending approval for DME to hire one (1) Substitute Instructor for 2nd Sem 2019-20.

December 16, 2019

Certified true and correct:

HONEY SOFIA V. COLIS
Secretary, APB

Attested:

BEATRIZ S. BELONIAS
Chairperson, APB &
Vice-President, Instruction

cc: ODAHRD, OVPI, Records Office, File