



**VISAYAS**  
STATE UNIVERSITY

**VSU**  
LABORATORY HIGH SCHOOL

June 2, 2025

**DR. PROSE IVY G. YEPES**

President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **DR. ROTACIO S. GRAVOSO**  
VP, Academic Affairs

Dr. Yepes,

Greetings of peace and prosperity!

I hope this letter finds you well. I am writing to formally request the hiring of **nine (9) part-time teachers** for the VSU Laboratory High School in preparation for the upcoming school year, which will commence on **June 16, 2025**.

In this connection, we require additional faculty members to deliver quality education in the following subjects effectively:

- **Science (1)**
- **MAPEH (1)**
- **Filipino (2)**
- **Home Science (1)**
- **Social Studies (1)**
- **Agriculture (1)**
- **Mathematics (1)**
- **Statistics (1)**

These subjects are essential in providing our students with a well-rounded and quality education. Having competent educators will greatly benefit the learning experience and uphold our institution's commitment to academic excellence.

We would greatly appreciate any assistance you can extend in identifying qualified candidates to fill these positions.

Attached is the workload of VSULHS. I am happy to discuss this request further and explore possible solutions at your convenience.



**VSU LABORATORY HIGH SCHOOL**  
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Thank you very much for your time and attention to this matter.

Prepared by:

**REYMAR C. ORIA**  
Principal, VSULHS

Noted:

**LEO A. MAMOLO**  
Dean, FTE

Recommending Approval:

**ROTACIO S. GRAVOSO**  
VP, Academic Affairs

Approved:

**PROSE IVY G. YEPES**  
President

**Vision:** A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

**Mission:** To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.