



**VISAYAS**  
STATE UNIVERSITY

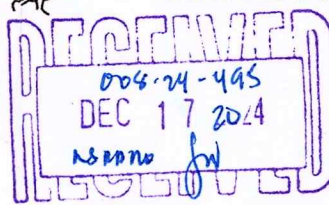
December 5, 2024

**DR. PROSE IVY G. YEPES**

President, Visayas State University



INSTITUTE OF HUMAN  
**KINETICS**



Thru:

**DR. ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Dear **DR. YEPES:**

Good day!

The Institute of Human Kinetics would like to request your good office to allow us to hire Twelve (12) Part-time Instructors for the 2<sup>nd</sup> Semester, AY 2024-2025. The projected faculty workload for the 2<sup>nd</sup> semester shows the regular faculty needs to teach 7-9 sections weekly to justify the required 18-unit teaching workload with at least 4- 7 preparations. This excludes the other assigned tasks.

Given the ever-increasing number of students who will be taking tertiary Physical Education, and with two regular faculty slated for study leave this 2<sup>nd</sup> Semester, AY 2024-2025, hence, the Institute strongly needs Twelve additional part-time instructors to handle many of our service PE courses.

I hope you find merit in this request.

Thank you very much.

Very truly yours,

**THE IHK PERSONNEL COMMITTEE:**

**ANDREW A. MAZO**  
Chairman

**JOSELLE R. CAYETANO**  
Member

(on LEAVE)  
**MARY JEAN M. SAPAN**  
Member

**CHARIS B. LIMBO-RIVERA**  
Member

**DENNIS JOEL L. CERNA**  
Member

Endorsed:

**BAYRON S. BARREDO**  
Dean, College of  
Education

Recommending Approval:

**ROTACIO S. GRAVOSO**  
VP for Academic Affairs  
Chairman, Academic Personnel  
Board

Approved:

**PROSE IVY G. YEPES**  
President

**UNIT NAME**

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