

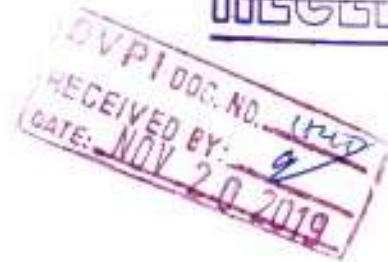


November 19 2019



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

Through: Dr. Beatriz S. Bilonias  
Vice President for Instruction/APB Chairperson



Dear Sir:

The Department of Tourism and Hospitality Management (DTHM) would like to request the hiring of two (2) instructors (1 regular instructor for Tourism and 1 part time instructor for Hotel and Restaurant) effective 2<sup>nd</sup> Semester 2019-2020. The need is based on following reasons:

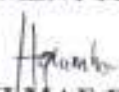
- The offering of two new programs (BSTM and BSHM) implicates new subjects/courses to be offered by the department and
- The department still has to offer subjects/courses under the BSHRTM program.

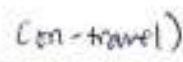
Please find the attached projected workload for your perusal.

We hope this request merits your approval. Thank you.

Very truly yours,

DEPARTMENT PERSONNEL COMMITTEE

  
**HANNAH MAE E. QUIMBO**  
Member

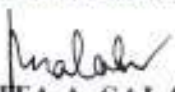
  
**AIREEN Y. CLORES**  
Member


  
**RANDY G. OMEGA**  
Member

  
**VENICE B. IBÁÑEZ**  
Chairperson



RECOMMENDING APPROVAL:

  
**ANALITA A. SALABAO**  
CME Dean

  
**BEATRIZ S. BELONIAS**  
Vice Pres. For Instruction/APB Chairperson  
*APB No. No. 8495. 2019*  
*Recommend approval.*  
*11/21/19*

APPROVED:

  
**EDGARDO E. TULIN**  
President