

December 16, 2024

PROSE IVY G. YEPES

University President
Visayas State University

Dear Dr. Yepes,

Mabuhay!

I am writing to formally request the allocation of **three (3) Part-Time Instructor positions** within the Department of Hospitality and Tourism Management for the upcoming **2nd semester of AY 2024-2025**. The need for these additional positions arises from the following circumstances:

1. **One (1) Part-time instructor** to fill the vacancy left by Ms. Hannah Mae E. Quimbo, who will be on study leave.
2. **One (1) Part-time instructor** to fill the vacancy of Ms. Mauren Joy F. Manadong, who will be on maternity leave.
3. **One (1) additional Part-time instructor** to teach subjects that are currently unassigned within our department.

Our workload projection for the second semester clearly indicates the necessity of these positions to maintain the quality of instruction. Currently, the administrative and management responsibilities handled by our faculty in the areas of accommodations, tourism, and event-related services are affecting the effectiveness of our teaching and the overall educational experience we provide. Given this situation, it is urgent that we hire additional faculty to ensure the continued excellence of our programs.

To minimize any disruption when the new instructors join, we have developed a comprehensive transition plan that will not only relieve the burden on our existing faculty but also ensure that the high educational standards of our institution are upheld.

Respectfully yours,

Department Personnel Committee (DPC)

RANDY G. OMEGA
Chairman, DPC

ALEXANDER L. CABRAL
Member

MARJORIE B. ESCUADRA
Member

MAUREN JOY F. MANADONG
Member

MAGNOLIA C. LAO
Member

Recommending Approval:

LILIAN B. NUÑEZ
College Dean

ROTACIO S. GRAVOSO
APB Chairperson

Approved:

PROSE IVY V. YEPES
University President