



17 December 2019

Dr. Mary Joy M. Abit
OIC, DPM
VSU, Visca, Baybay City, Leyte

Dear **Dr. Abit**:

Quoted hereunder for your information is the excerpt of the minutes of the Academic Personnel Board (APB) meeting held on December 9, 2019 which was approved by the University President. The request of Dept. of Pest Management Personnel Committee for the hiring of two (2) Part-time Instructors to teach eight laboratory classes of PPrt 21 (Principles of Plant Protection) for 2nd Sem SY2019-20 was presented and discussed. Based on the projected enrollees (405 students), the Dept. will be opening 8 lectures and 14 laboratory classes for this course.

Name of Faculty Member	Projected Teaching Workload 2 nd Sem SY 2019-20
Part-time Instructor 1	9.93
Part-time Instructor 2	9.93

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

APB Resolution No. 862
Series of 2019


Recommending approval for DPM to hire two (2) Part-time Instructors. If it is possible to hire only one (1) Part-time since it is a dis-advantage to each Part-time Instructor who has limited number of hours of service and provided that the regular faculty members will not be overloaded. Meanwhile, Prof. Lim being the Dept. Head can handle at least 6 hrs per week teaching load.

December 9, 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