



May 28, 2020

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

*Thru:* **Dr. Beatriz S. Belonias**  
Vice President for Instruction

Dear **Dr. Tulin**,

We would like to request for an **Instructor** to permanently assist us in handling the general course Envi 11 (Environmental Science) and other subjects of BS Environmental Science effective this 1<sup>st</sup> Semester of School Year 2020-2021. This Instructor is also expected to assist, as well, in our environmental education advocacy and trainings, and also in delivering the research and extension responsibilities of the Institute. Attached is the Projected Faculty Workload of the Institute for the 1<sup>st</sup> and 2<sup>nd</sup> semesters of SY 2020-2021.

We hope this request merits a favorable action from your office.

Thank you very much for your continued support.

Very truly yours,

**THE ITEEM PERSONNEL COMMITTEE:**

**JIMMY O. POGOSA**  
Committee Member

**SENONA A. CESAR**  
Committee Member

**ELIZA D. ESPINOSA**  
Committee Member

**MARLITO JOSE M. BANDE**  
Committee Chairman *and* Director, ITEEM

***Recommending Approval:***

**DENNIS P. PEQUE**  
Dean, College of Forestry & Environmental Science

**BEATRIZ S. BELONIAS**  
Vice-President for Instruction

***Approved:***

**EDGARDO E. TULIN**  
President, VSU