

8 May 2024

**Dr. Prose Ivy G. Yepes**

President

Visayas State University

Visca, Baybay City, Leyte

Through: **Dr. Rotacio S. Gravoso**  
Vice President for Academic Affairs &  
Chair, Academic Personnel Board

Dear **Dr. Yepes**:

The Department Personnel Committee requests approval to hire twelve (12) instructors on PART-TIME status for the first semester, SY 2024-2025.

At present, we have fifteen (15) regular and two (2) affiliate faculty members who will handle the general education (GE) and major subjects. We need to hire additional teachers to handle the other general education courses.

Attached is the projected faculty workload for the first semester of SY 2024-2025.

We hope for your positive response to this request.

Very truly yours,

The Department Personnel Committee

**AL FRANJON M. VILLAROYA**  
Chair

**BETHLEHEM A. PONCE**  
Member

**GLENN G. PAJARES**  
Member

**GUIRALDO C. FERNANDEZ, JR.**  
Member

**DEAN RUFFEL R. FLANDEZ**  
Member

Recommending Approval:

**MA. THERESA P. LORETO**  
Dean, CAS

**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

Approved:

**PROSE IVY G. YEPES**  
President