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**INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT**

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January 30, 2023

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

*Thru:* **Dr. Beatriz S. Belonias**  
 Vice-President for Academic Affairs

Dear **Dr. Tulin**,

For the 2<sup>nd</sup> Semester of this school year (2022–2023), we would like to request **three (3) Part-Time Instructors** to assist us in handling the GE subject **Envi 11 (Environmental Science)**. Attached is the Projected Faculty Workload of the Institute for the semester.

We hope this request merits favorable action from your office.

Thank you very much for your untiring support.


Very truly yours,

**THE ITEEM PERSONNEL COMMITTEE:**

  
**KLEER JEANN G. LONGATANG**  
 Committee Member

  
**JIMMY O. POGOSA**  
 Committee Member

  
**SENONA A. CESAR**  
 Committee Member

  
**MARLITO M. BANDE**  
 Committee Member

  
**ELIZA D. ESPINOSA**  
 Committee Chairman/ITEEM Director

**Recommending Approval:**

**DENNIS P. PEQUE**  
 Dean, College of Forestry and Environmental Science (CFES)

**BEATRIZ S. BELONIAS**  
 Vice-President for Academic Affairs

**Approved:**

**EDGARDO E. TULIN**  
 President, VSU

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