



VISAYAS  
STATE UNIVERSITY



**HUMAN RESOURCE  
MANAGEMENT**  
OFFICE

**EXCERPT FROM THE APPROVED MINUTES OF THE  
26<sup>th</sup> Academic Personnel Board Meeting**

OVPA Conference Room  
December 04, 2024

The letter request of the DAS Personnel Committee to hire three (3) part-time Instructors and two (2) regular Instructor I for the 2nd Semester AY 2024-2025.

Thereupon, below is the APB action which was approved by the University President.

**APB Action:**

**APB Resolution No. 470**  
Series of 2024

Recommending to hire three (3) Part-time instructors only for the 2nd Semester AY 2024-2025. Further the department is reminded to observe the quota of students as agreed with Head of CAFS.

December 04, 2024

Certified True and Correct:

**HONEY SOFIA V. COLIS**  
*Director, HRMO*

Cc: **Dr. Manuel D. Gacutan**, Head, Department of Animal Science

RECRUITMENT, SELECTION,  
PLACEMENT AND PERSONNEL  
RECORDS OFFICE

**RECORDS OFFICE**  
Visayas State University, Baybay City, Leyte  
Email: [personnel@vsu.edu.ph](mailto:personnel@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1060



Management  
Systems  
ISO 9001:2015



Page 1 of 1  
FM-VSU-10  
V02 06-06-2024  
No. 005-470

Scan Here

ARTMENT OF  
**IMAL SCIENCE**

FM-VSU-03-2024-1218-241738

**PROSE IVY G. YEPES**

President  
Visayas State University  
Baybay City, Leyte

THRU: **ROTACIO S. GRAVOSO**  
VP, Academic Affairs

Dear **Dr Yepes**:

Greetings!

Thank you for granting our request to hire 3 Part Time instructors for 2nd Semester AY 2024-2025.

However, we would like to appeal for the approval of 2 more Part Time Instructors as projected in our teaching load for the said semester. We are expecting a huge number of students taking **AnSc 171** - Slaughter and Processing of Animal Products with 2-unit (6hrs lab) and 1 unit (1hr) lecture per week. Our regular faculty are also above the minimum teaching requirement and are engaged in other functions. Also, our thesis advising is at maximum for most DAS regular faculty.

Hoping to grant our appeal to hire 2 more Part Time Instructors in DAS. Thank you very much.

Respectfully yours,

**MANUEL D. GACUTAN JR**  
Associate Professor V, DAS-CAFS

Endorsed by:

**SUZETTE B. LINA**  
Dean, CAFS

Recommending Approval:

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

Approved:

**PROSE IVY G. YEPES**  
President



**DEPARTMENT OF ANIMAL SCIENCE**  
Visayas State University, Baybay City, Leyte  
Email: [ansci@vsu.edu.ph](mailto:ansci@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
IP Phone: 1017



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 110000102



Page 1 of 1  
**FM-VSU-03**  
V3 06-06-2024  
24-DAS-Comm-348