

June 16, 2021

Dr. Edgardo E. Tulin
University President
VSU, Visca, Baybay, Leyte

Thru: **Dr. Beatriz S. Belonias**
Vice-President for Academic Affairs &
Chair, University Academic Personnel Board

Dear President Tulin:

The Department Personnel Committee requests approval to hire **five (5) instructors on SUBSTITUTE status for school year 2021-2022** and twenty six **(26) instructors on PART-TIME status for the first semester, SY 2021-2022.**

At present, we have thirty (30) regular and four (4) affiliate faculty members who will handle the general education (GE), major, graduate, DTE and CAED subjects. We need to hire additional teachers to handle the other general education courses, senior high school subjects.

Attached is the projected faculty workload for the first and second semesters, SY 2021-2022.

We hope for your positive response to this request.

Very truly yours,

JETT C. QUEBEC
Head and Chair, Department Personnel Committee

DEAN RUFFEL R. FLANDEZ
Member

AL FRANJON M. VILLAROYA **RHODORA A. BANDE**
Member Member

BETHLEHEM A. PONCE
Member

MARIA VANESSA A. GABUNADA
Member

Recommending Approval:

MA. THERESA P. LORETO
College Dean

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

EDGARDO E. TULIN
President