



VISAYAS
STATE UNIVERSITY



**INSTITUTE OF
TROPICAL ECOLOGY AND
ENVIRONMENTAL
MANAGEMENT**

November 08, 2023

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
Visca, Baybay City, Leyte

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

Dear *Dr. Tan*,

We want to request **Five (5) Part-Time Instructors** to assist us in handling the GE course **Envi 11 (Environmental Science)** for the Second Semester of this school year (2023–2024), and **One (1) Regular Instructor** to assist us in handling BSES major subjects beginning the Second Semester (SY 2023-2024). Currently, the Institute has five (5) regular faculty members, however, only three (3) are available to handle major and graduate subjects this second semester. One faculty (Engr. Jimmy O. Pogosa) has been on a 3-year study leave since October 16, 2023, while another (Dr. Eliza D. Espinosa) has been on a 1-year sabbatical leave since this month. Attached are the Projected Faculty Workloads of the Institute for the 2nd semester of AY 2023-2024, and the 1st semester of AY 2024-2025.

We hope this request merits favorable action from your office.

Thank you very much for your support.

Very truly yours,

THE ITEEM PERSONNEL COMMITTEE:

KLEER JEANN G. LONGATANG
Member

ANGELITA B. ORIAS
Member

TEOFANES A. PATINDOL
Director & Chairman

Recommending Approval:

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

BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:

DANIEL LESLIE S. TAN
OIC-President, VSU