

June 23, 2025

DR. PROSE IVY G. YEPES  
President  
Visayas State University  
Visca, Baybay City, Leyte

THRU: DR. ROTACIO S. GRAVOSO  
VP for Academic Affairs

Dear Dr.Yepes:

The Department of Business and Management respectfully requests the hiring of Four (4) **part-time instructors** and 1 Instructor I(Regular), for the First Semester and Second Semester of Academic Year 2025–2026. Attached is the projected faculty workload for your reference.

This request is crucial to ensure that the department remains adequately staffed to carry out its core functions in instruction, research, and extension.

Your continued support and consideration are vital as we navigate this transitional phase and work to maintain the quality and efficiency of our academic services.

Thank you for your attention to this matter, and I am hoping for your kind approval of this request.

Respectfully yours,

DORYN JAN L. AVILA  
Chairman

ANALITA A. SALABAO  
Member

JOVIEL T. MONTAÑEZ  
Member

Noted by:

MARK C. RATILLA  
Dean, Faculty of Management and Economics.

Recommending Approval:

ROTACIO S. GRAVOSO  
VP for Academic Affairs

Approved by:

PROSE IVY G. YEPES  
President