



November 11, 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 **one (1) instructor on SUBSTITUTE status for school year 2021-2022** and twenty two **(22) instructors on PART-TIME status for the second semester, SY 2021-2022.**

At present, we have thirty (29) regular and three (3) 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 second semester, 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
Member

RHODORA A. BANDE
Member

BETHLEHEM A. PONCE
Member

MARIA VANESSA A. GABUNADA
Member

CHERRY N. ROLA
Member

MAY C. PASCUAL
Member

Recommending Approval:

MA. THERESA P. LORETO
College Dean

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

EDGARDO E. TULIN
President