



August 27, 2020

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**
Vice President for Instruction and
Chairperson, Academic Personnel Board

Dear **Dr. Tulin**,

One of our faculty member in the person of Engr. Jay N. Jo was on study leave status effective SY 2018-2019 for his MS in Mechanical Engineering at Mindanao State University. Since his leave, Engr. Jo has been unresponsive to the Department regarding his progress. As per faculty development plan, Engr. Jo is subject to reinstate to the department this SY 2020-2021. However, a reply from Mindanao State University from VSU's communication regarding his status showed that Engr. Jo has obtained INC remarks and a failing grade from his enrolled subjects.

With this, we would like to request the hiring of one (1) Instructor I position in replacement of Engr. Jo. The approval of this request will help the department in the preparation of our Instructional Materials for the new normal mode of instruction.

Attached is a copy of the DME Projected Faculty Workload for First Semester SY 2020-2021 reflecting the loading assigned to the position to support this request.

Hoping for your approval. Thank you for your usual support.

Sincerely yours,

JUNDY R. CASTIL
Department Head

Recommending Approval:

ROBERTO C. GUARTE
College Dean

BEATRIZ S. BELONIAS
Vice President for Instruction

Approved:

EDGARDO E. TULIN
University President