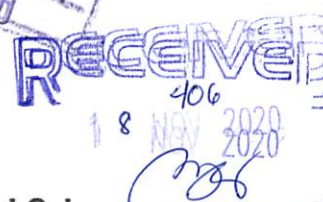




November 16, 2020

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Through: **DR. BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
and Chairperson, APB



Dear Dr. Tulin:

The Department of Animal Science – College of Agriculture and Food Science (DAS-CAFS) is urgently needing the additional hiring of Two (2) Part-time Instructors for 1<sup>st</sup> Semester, SY 2020-2021.


The above emergency request for two (2) part-time instructor positions resulted to the overloading of teaching duties to some faculty and wherein also four (4) regular faculties who were on study leave, namely: Mr. Cyrill John P. Godinez, Asst. Prof. Ma. Rosa De Lima G. Beato, Ms. Jade Dhapnee Z. Compendio, and Mrs. Ginás Aurea A. Villagonzalo. Therefore, we are under staff of faculty to cater the following:


- 1) The persistent increases in number of enrollees every semester taking animal science subjects: especially the BSAB-2 requiring Animal Science 195b (Practicum in Animal Science) and BSA 2 requiring Animal Science 22n (Intro to Livestock and Poultry Production), Animal Science 112 (Swine Production and Management), and Animal Science 131 (Ruminant Production) classes;
- 2) The AnSci 200a (Field Practice, Summer Course) supposed to be offered this coming June-July 2020 is offered this 1<sup>st</sup> Semester, SY 2020-2021 (per BOR Meeting, dated April 28, 2020); and
- 3) The approval of the sabbatical leave of Dr. Lolito C. Bestil starting August 2020 until July 2021.

The services of additional two (2) part-time instructors will accommodate the required ISO teaching load and effectively carry the undergraduate programs of the department. Please see attached Actual Summary of Faculty Workload for 1<sup>st</sup> Semester, SY 2020-2021.

Hoping for immediate action and approval to this request. Thank you very much.

Very truly yours,

  
**DINAH M. ESPINA**  
Member


  
**MANUEL D. GACUTAN, JR.**  
Member

  
**WARREN D. COME**  
Member

  
**ROGER ROQUE E. BUSTAMANTE**  
Member

  
**JULIUS V. ABELA**  
Head/Chairman

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean, CAFS

**BEATRIZ S. BELONIAS**  
Vice Pres. for Academic Affairs  
and Chairperson, APB

APPROVED:

**EDGARDO E. TULIN**  
President

cf: file