



May 28, 2021

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

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

Dear **Dr. Tulin**,

For the 1<sup>st</sup> Semester of this school year (2021–2022), we would like to request **four (4) Part-Time Instructors** to assist us in handling the GE subject **Envi 11 (General Principles of Environmental Science)**. Attached is the Projected Faculty Workload of the Institute for the semester.

We hope this request merits a favorable action from your office.

Thank you very much for your untiring support.

Very truly yours,

**THE ITEEM PERSONNEL COMMITTEE:**

**JIMMY O. POGOSA**  
Committee Member

**SENONA A. CESAR**  
Committee Member

**HUMBERTO R. MONTES, JR.**  
Committee Member

**MARLITO M. BANDE**  
Committee Member

**ELIZA D. ESPINOSA**  
Committee Chairman/ITEEM Director

***Recommending Approval:***

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

**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

***Approved:***

**EDGARDO E. TULIN**  
President, VSU

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