



August 27, 2020

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

*Thru:* **Dr. Beatriz S. Belonias**  
Vice President for Instruction

Dear **Dr. Tulin**,

Enrollees for the Environmental Science (Envi 11) general course increases a lot in number this semester. This increase had greatly exceeded our projected workload despite the new additional 1 part-time instructor (*please refer to the attached projected workload*). To this extent, we again would like to request another **2 additional part-time instructors** who can help us in handling the course.

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

**MARLITO JOSE M. BANDE**  
Committee Member

**ELIZA D. ESPINOSA**  
Committee Chairman *and* Director, ITEEM

***Recommending Approval:***

**DENNIS P. PEQUE**  
Dean, College of Forestry & Environmental Science

**BEATRIZ S. BELONIAS**  
Vice-President for Instruction

***Approved:***

**EDGARDO E. TULIN**  
President, VSU