



December 2, 2021

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

Through: **Dr. Beatriz S. Belonias**
Vice President, Academic Affairs
Chairman, Academic Personnel Board
Chairman, VSU Scholarship-Fellowship Committee

Dear **Dr. Tulin**:

The Department Personnel Committee would like to request the hiring of one (1) Instructor 1 position as Substitute to the Temporary-Regular position of Engr. Triponio O. Solarte Jr.

Engr. Solarte's appointment is subject for renewal effective January 1, 2022. Unfortunately, he is still undecided on renewing his appointment due to personal reasons. The committee has visited his residence for several times to discuss his renewal. But it was observed that he is currently on depression and undergoing personal problems. We advised him for counselling but he is uncooperative to our recommendation and he is also unresponsive to our communications.

The committee understand Engr. Solarte's situation and the problems he is currently undergoing. In addition, Engr. Solarte has some legal responsibilities to the university due to his study leave for his MS in Mechanical Engineering at Mindanao State University. The nonrenewal of his appointment will be a much burden for him and to his family, since he has to pay to the university from his study leave contract. As part of our assistance, we advised Engr. Solarte to be on leave without pay, but he is unwilling to send communications to the department. Thus, we are writing this request.

The hiring of a substitute faculty is necessary to cover Engr. Solarte's teaching load for 2nd semester of this SY 2021-2022 especially that the department is currently in preparation for the opening of limited face to face classes. In addition, this request will give him ample time to rest and decide on renewing his appointment.

Attached herewith is the projected teaching load for the Second Semester and First Semester of SY 2022-2023 to support this request.

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

Sincerely,
DME Personnel and Scholarship Committee

JUNDY R. CASTIL
Chairman/Head, DME

PHILIP CAESAR L. EBIT
Member

RONARD G. PAÑA
Member



Recommending Approval:

JANNET C. BENCURE

College Dean, CET

BEATRIZ S. BELONIAS

Vice President, Academic Affairs

Approved:

EDGARDO E. TULIN

University President