

May 23, 2024

Dr. Prose Ivy G.Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Rotacio S. Gravoso**

Vice-President for Academic Affairs

Dear *Dr. Yepes*,

The Institute of Tropical Ecology and Environmental Management (ITEEM) is handling one undergraduate program and one graduate program - the BS Environmental Science (BSES), and the MS Tropical Ecology (MSTREC), respectively. In addition, the Institute also handles the GE course ENVI 11 (General Principles of Environmental Science), and other related subjects requested by other departments. Enrollees of the BSES program and Envi 11 GE course substantially increase every school year, and assigning the workloads every semester has always been difficult with only four regular and one temporary faculty, despite part-time instructors.

All five ITEEM faculty are also overloaded with responsibilities in research, extension, and other related activities. We have requested additional regular instructors, of at least two (2), for a couple of years already, but were always disapproved. Requests for part-time instructors every semester, however, were considered and served.

The coming school year, 2024-2025, will be more challenging for the Institute's manpower. One of the regular faculty is currently on sabbatical leave¹ for health reasons, one is on study leave², and one is scheduled for sabbatical leave beginning the second semester of the AY 2024-2025.

Hence, in light of the abovementioned, we again **reiterate our request** for an additional **two (2) regular faculty** who will serve to begin this 1st Semester of the AY 2024-2025, and request, further, to hire **four (4) part-time instructors** for the said semester.

We hope this request merits favorable action from your office.

Thank you very much for your support.

Very truly yours,

THE ITEEM PERSONNEL COMMITTEE:

¹ To reinstate in November this year.

² Beginning, October 2023



KLEER JEANN G. LONGATANG
Member

ANGELITA B. ORIAS
Member

TEOFANES A. PATINDOL
Chairman / Director, ITEEM

Recommending Approval:

ARTURO E. PASA
Dean, College of Forestry and
Environmental Science (CFES)

ROTACIO S. GRAVOSO
VP, Academic Affairs

Approved:

PROSE IVY G. YEPES
President, VSU