



January 20, 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 2nd Semester of this school year (2020-2021), we would like to request 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