

9 November 2023

Dr. Daniel Leslie S. Tan
OIC President
Visayas State University
Visca, Baybay City, Leyte

Through: **Dr. Beatriz S. Belonias**
Vice President for Academic Affairs &
Chair, Academic Personnel Board

Dear **Dr. Tan**:

The Department Personnel Committee requests approval to hire eleven (11) instructors on PART-TIME status for the second semester, SY 2023-2024.

At present, we have sixteen (16) regular and two (2) affiliate faculty members who will handle the general education (GE) and major subjects. We need to hire additional teachers to handle the other general education courses.

Attached is the projected faculty workload for the second semester of SY 2023-2024.

We hope for your positive response to this request.

Very truly yours,

The Department Personnel Committee

AL FRANJON M. VILLAROYA
Chair

BETHLEHEM A. PONCE
Member

GLENN G. PAJARES
Member

GUINALDO C. FERNANDEZ, JR.
Member

DEAN RUFFEL R. FLANDEZ
Member

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

DANIEL LESLIE S. TAN
OIC President

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FM-VSU-03
V2 05-09-2023
No. 2023-84