



November 9, 2021

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

Dear Dr. Tulin,

We would like to request to hire **4 Regular Instructors** who will regularly handle the GE course Envi 11 (Environmental Science), which has been offered through the Institute in five semesters already. Beginning its offering in the 2019-2020 school year, the Institute repeatedly requests part-time instructors for the course. Since enrollment increases every semester, and considering the regularity of Envi 11 in the curriculum of most BSc programs, we find it imperative to hire regular instructors who would handle the course, and other subjects of the BS Environmental Science curriculum, effective in the 2nd Semester of the School Year 2021-2022. Attached are the Projected Faculty Workloads for two semesters.

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