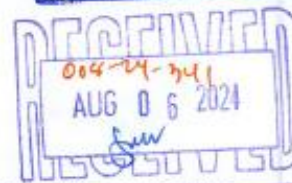1 August 2024

Dr. PROSE IVY G. YEPES
President
Visayas State University

Thru: **Dr. ROTACIO S. GRAVOSO**
Chairperson, Academic Personnel Board and
Vice President for Academic Affairs

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Dear **Pres. Yepes,**

The Department of Biological Sciences would gladly recommend the hiring of **6 new faculty members** (1 substitute Instructor I, and 5 part-time instructors) for 1st Sem AY 2024-2025. This is following APB Resolution No. 248 which is in response to our **request to hire 8 faculty members** (4 regular faculty and 4 part-time Instructors). The APB "attested the validity of the request of DBS to hire 2 regular faculty: 1 Instructor I and 1 Assoc. Prof. and 5 part-time Instructors". For the Assoc. Prof. II position, no applicant qualified for the position hence, in lieu of this unfilled position, and to handle the additional laboratory sections resulting from the reduced class size (from 30 to 20 students), we kindly request **three (3) additional part-time instructors** for this semester. The existing faculty members are already loaded with more than the minimum teaching load stipulated in the VSU faculty manual.

Attached herewith is the workload of the faculty members for the 1st Semester of AY 2024-2025 for your perusal. This is based on the actual number of sections offered by the department for this semester.

Thank you and we look forward to your positive response to this request.

Sincerely yours,

DBS Personnel Committee:

CHERYL C. BATISTEL
Chairperson

ANALYN M. MAZO
Member

EUNICE KENEE L. SERIÑO
Member

BEATRIZ S. BELONIAS
Member

DARIUS NOEL MIÑOZA
Member

SENONA A. CESAR
Member

Teachers leave
ROSALINA D. POLIQUIT
Member

Endorsed by:

GLENN G. PAJARES
Dean

Recommending Approval:

ROTACIO S. GRAVOSO
Chairman, VSFC-AS

Approved by:

PROSE IVY G. YEPES
President