



January 30, 2023

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**,

The increasing enrollees of the Envi 11 (Environmental Science) GE subject, BS Environmental Science, and MS Tropical Ecology curricula and the increasing demands of implementing research and extension programs by the Institute prompted us to reiterate our request for a **Substitute Instructor**. This Substitute Instructor will handle the subjects assigned to and other assignments of Ms. Angelita B. Orias, one of our instructors, who is still on study leave, effective this semester (2nd Sem), AY 2022-2023.

Since the implementation of Envi 11, each of us, the ITEEM faculty of only five (5), always handled work overloads to deliver what is being tasked of the Institute in Instruction, Research, and Extension functions in compliance with the mission and vision of the university. The absence of Ms. Orias also increased the workload on the four (4) of us. However, armed with commitment and determination, we deliver even above what is expected of us. Grateful to the Great Man in heaven!

The continued increasing workload is a challenge we cannot just take for granted. Thus, additional teaching staff, at least a Substitute, is being wished for so as not to exceedingly prejudice one's health for the Institute's continuous outstanding performance.

With this, we hope this request merits your favorable action.


Thank you very much for your untiring support.

Very truly yours,

THE ITEEM PERSONNEL COMMITTEE:


KLEER JEANN G. LONGATANG
Committee Member


JIMMY O. POGOSA
Committee Member


SENONA A. CESAR
Committee Member


MARLITO M. BANDE
Committee Member


ELIZA D. ESPINOSA
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