





10 July 2025

Dr. Prose lvy G. YepesPresident
Visayas State University
Visca, Baybay City, Leyte

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Thru: Dr. Rotacio S. Gravoso

Vice President for Academic Affairs and Chairman, APB

Dear Dr. Yepes:

The Department Personnel Committee has recommended the hiring part-time instructors for the 1st Semester of A.Y. 2025–2026 to handle 20 units of courses. Currently, the department has 10 faculty members, three (3) of whom are on study leave. With the increasing number of students and the faculty requirements outlined by the Commission on Higher Education (CHED) Certification of Program Compliance requirements and the Civil Service Commission (CSC), the department faces challenges in meeting the required teaching workload and faculty composition.

This concern is further compounded by the lack of faculty members holding a master's degree, as CHED requires that lectures be handled by instructors with at least a master's qualification. Thus, the Department seeks to hire part-time faculty members who possess a master's degree to ensure compliance and maintain instructional quality.

In line with this, we respectfully request your approval of this hiring request. Attached is the projected teaching workload for your review. Please let us know if further details are needed.

We appreciate your continued support and look forward to your favorable response.

Respectfully yours,

Department Personnel Committee:

MARTIN JANE. MERCURIO Chairperson and Head, DGE JANNET C. BENCURE Member (on teacher's leave)
FLORENTINO F. MORALES, JR.
Member

Noted:

JANNET C. BENCURE Dean, FE

Recommending Approval:

ROTACIO S. GRAVOSO
VP for Academic Affairs,
and Chairperson, APB

Approved:

PROSE IVY G. YEPES President, VSU

DEPARTMENT OF GEODETIC ENGINEERING

Visayas State University, PQWW+R2 Baybay City, Leyte Email: dge@vsu.edu.ph

Website: https://www.vsu.edu.ph/ Phone: +63 53 565 0600 Local 1027



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VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

[X] Projected [] Actual Workload 1st Sem SY 2025-2026

Faculty of Engineering

Department of Geodetic Engineering

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NAME OF FACULTY	No. Section	Subject(s) Crs. No.	Taught Descriptive Title	lab/ lec	No. of Hrs.	Units	No. of Stud.	WLU	RESEARC H & EXTENSIO N	WLU	III. OTHER RELATED ACTIVIT'S	WLU	RESPO NSIBILI	WLU	Total WLU
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		GEng 133n	Theory of Errors and Adjustments	Lab	3	1	20	2.4,			Chairperson, Social, Cultural, and Sports Committee	0.50			
		GEng 135n	Geographic Info systems, Theory and Applications	Lab	6	2	20	5.46			Member, Web and Publication Committee	0.10			
		Esci 121n	Fundamentals of Surveying	Lec	2	2	40	2.66 🗸	Figure		Member, 5s Committee	0.10			

		Fundamentals of Surveying	Lab	6	2	20	5.46 <		Chairperson, Disaster Response Team	0.50			
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