

January 4, 2022

Dr. Edgardo E. Tulin
University President
VSU, Visca, Baybay, Leyte

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

Dear President Tulin:

The Department Personnel Committee requests approval to hire one (1) Asst. Professor 1 as replacement of Dr. Liwanag who resigned in January 2022 and eighteen (18) instructors on PART-TIME status for the **2nd semester, SY 2022-2023**.

At present, we have twenty eight (28) regular and two (2) affiliate faculty members who will handle the general education (GE), major, and graduate subjects. We need to hire additional teachers to handle the other general education courses.

Attached is the projected faculty workloads for the second semester, SY 2022-2023 and first semester, SY 2023-2024.

We hope for your positive response to this request.

Very truly yours,

JETT C. QUEBEC
Head and Chair, Department Personnel Committee

DEAN RUFFEL R. FLANDEZ
Member

AL FRANJON M. VILLAROYA
Member

RHODORA A. BANDE
Member

BETHLEHEM A. PONCE
Member

MARIA VANESSA E. GABUNADA
Member

CHERRY N. ROLA
Member

Recommending Approval:

MA. THERESA P. LORETO
College Dean

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

EDGARDO E. TULIN
President