



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE OF  
**TROPICAL ECOLOGY AND  
ENVIRONMENTAL MANAGEMENT**

November 21, 2024

**Dr. Prose Ivy G. Yepes**

President

Visayas State University

Visca, Baybay City, Leyte

*Thru:* **Dr. Rotacio S. Gravoso**

Vice-President for Academic Affairs

Dear *Dr. Yepes*,

For the 2<sup>nd</sup> Semester of this school year (2024–2025), we would like to request **Three (3) Part-Time Instructors** to assist us in handling the GE course **Envi 11 (Environmental Science)** and other subjects of the BS Environmental Science program. Attached is the Projected Faculty Workload of the Institute for the semester.

We hope this request merits favorable action from your office.

Thank you very much for your support.

Very truly yours,

**THE ITEEM PERSONNEL COMMITTEE:**

**ANGELITA B. ORIAS**

Member

**KLEER JEANN G. LONGATANG**

Member

**TEOFANES A. PATINDOL**

Chairman / Director, ITEEM

***Recommending Approval:***

**ARTURO E. PASA**

Dean, College of Forestry and Environmental Science (CFES)

**ROTACIO S. GRAVOSO**

VP, Academic Affairs

***Approved:***

**PROSE IVY G. YEPES**

President, VSU



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**College of Forestry and Environmental Science**

Visayas State University, Visca, Baybay City, Leyte

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