June 16, 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,

For the 1st Semester of this school year (2023–2024), we would like to request **Five (5) Part-Time Instructors** to assist us in handling the GE course **Envi 11 (Environmental Science)**. 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 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

Committee Chairman/ITEEM Director

Recommending Approval:

DENNIS P. PEQUE

Dean, College of Forestry and Environmental Science (CFES)

BEATRIZ S. BELONIAS

VP for Academic Affairs

Approved:

EDGARDO E. TULIN President, VSU

INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

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