

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