

December 9, 2024

**DR. PROSE IVY G. YEPES**

President, VSU  
Visca, Baybay, Leyte

Thru: **DR. ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs  
APB Chairman

**Dear Dr. Yepes,**

Greetings!

This is to request that we be allowed to hire Three (3) Part-time Instructors this Second Semester, AY 2024–2025. Currently, the department has Ten (10) regular instructors. Aside from CS major courses, DCST is also catering to *general education courses* ITec 11 (Living in the IT Era), CSci 21 (Information Technology Concepts and Skills), *common course* ESci 126 (Computer Fundamentals and Programming). With our current strength, we already have difficulty coping with the workload for instruction so we have no more time to do research and extension. The faculty members of the department cannot fully absorb the assigned tasks as reflected in the attached projected workload for this 2nd Semester, AY 2024-2025.

Hoping for your immediate and favorable response to this request. Thank you.

Recommended by:

MAGDALENE C. UNAJan  
Chairman, DPC

JUDE B. ROLA  
Member

JONAH FLOR O. MAAGHOP  
Member

MICHAEL ANTHONY JAY B. REGIS  
Member

Recommending Approval:

JANNET C. BENCURE  
Dean, CET

ROTACIO S. GRAVOSO  
APB Chairperson

Approved:

PROSE IVY G. YEPES  
University President

