



May 6, 2020

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**
Vice President for Instruction

Dear **Dr. Tulin**,

For the 1st Semester of the following school year (2020-2021), we would like again to request 2 part-time instructors to assist as in handling the GE subject **Envi 11 (General Principles of Environmental Science)**. Attached is the Projected Faculty Workload of the Institute for the semester.

We hope this request merits a favorable action from your office.

Thank you very much for your untiring support.

Very truly yours,

THE ITEEM PERSONNEL COMMITTEE:

JIMMY O. POGOSA
Committee Member

SENONA A. CESAR
Committee Member

ELIZA D. ESPINOSA
Committee Member

MARLITO JOSE M. BANDE
Committee Chairman *and* Director, ITEEM

Recommending Approval:

DENNIS P. PEQUE
Committee Member *and*
Dean, College of Forestry & Environmental Science

BEATRIZ S. BELONIAS
Vice-President for Instruction

Approved:

EDGARDO E. TULIN
President, VSU