



9 June 2020

**Prof. Winston M. Tabada**  
Head, DCST  
VSU, Visca, Baybay City, Leyte

Dear **Prof. Tabada**:

Quoted hereunder for your information is the excerpt of the minutes of the Academic Personnel Board (APB) meeting held on May 28, 2020 which was approved by the University President. The request of DCST Personnel Committee to hire three (3) Substitute & two (2) Part-time Instructors for 1<sup>st</sup> Sem SY 2020-2021 was presented and discussed.

Name of Faculty Member	Projected Teaching Workload 1 <sup>st</sup> Sem SY 2020-2021
Substitute 1	27.15
Substitute 2	31.88
Substitute 3	26.61
Part-time Instructor 1	30.99
Part-time Instructor 2	30.65

Thereupon, below is the **APB action**.


**APB Resolution No. 151**

Series of 2020


Recommending approval for two (2) Substitute and three (3) Part-time Instructors for DCST for 1<sup>st</sup> Sem SY 2020-2021. These 2 substitute positions are the existing Instructor positions presently occupied by substitutes. The existing faculty may consider taking the excess load instead of hiring a partimer, and avail of overload pay.

May 28, 2020

Certified true and correct:

  
**HONEY SOFIA V. COLIS**  
Secretary, APB

Attested:

  
**BEATRIZ S. BELONIAS**  
Chairperson, APB &  
Vice-President, Instruction