



November 17, 2025

**Dr. Prose Ivy G. Yepes**

President, Visayas State University  
Visca, Baybay City, Leyte

Through: **Dr. Rotacio S. Gravoso**  
Vice President for Academic Affairs & Chair, Academic Personnel Board

Dear **Dr. Yepes**:

The Department Personnel Committee respectfully requests approval to hire **Thirteen (13) Part-time Instructors** to handle the general education and major courses for **second semester, AY 2025-2026**.

Attached herewith are the enrollment projections from registrar's office and the projected workload of the department for your review and consideration.

We hope for your positive response to this request so that we can proceed with the hiring process in accordance with institutional policies and guidelines. Thank you very much.

Very truly yours,

The Department Personnel Committee

**MARY ANN G. COBICO**  
Chairperson

**IANVIE NOREAN A. MIAGA**  
Member

**JERRY D. IMBONG**  
Member

**MAX TEODY T. QUIMILAT**  
Member

Recommending Approval:

**MARIA VANESSA E. GABUNADA**  
Dean, FHSS

**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

Approved:

**PROSE IVY G. YEPES**  
President