December 18, 2024

**Dear Atty. Albina:**

This letter is to request your good office to allow the following faculty members under the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department of the College of Information Technology and Computing (CITC) to handle subjects beyond the allowable units for overload for the following reasons:

Shown below is the faculty load of the faculty members who will exceed the allowable units for overload:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Subject Code** | **Descriptive Title** | **Total Teaching Load** | **Allowable Teaching Load** | **Actual Overload/ Underload** |
| **Ann Rachel Petalcorin** |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week Overload** | **Week 1** | **Week 2** | **Week 3** | **Week 4** |
| Total Credits |  |  |  |  |