March 22, 2024

**ATTY. DIONEL O. ALBINA**

Chancellor

USTP CDO

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 Overlaod/ Underload** |
|
| **Maulion, Matthew** |  |  |  |  |  |
|  |  |
|  |  |
|  |  |
| **Daniot, Albert Christopher** |  |  |  |  |  |
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Your kind approval on this request is highly appreciated.

Respectfully yours,

**ALBERT CHRISTOPHER P. DANIOT II**

Head, Department of Data Science

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| Recommending Approval:  **JUNAR A. LANDICHO, PhD** Dean, CITC  **JOCELYN B. BARBOSA, PhD** Vice Chancellor for Academic Affairs  Approved by:  **ATTY. DIONEL O ALBINA**  Chancellor, USTP-CDO |  |