



**DE LA SALLE**  
**MEDICAL AND HEALTH SCIENCES INSTITUTE**

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Associate Member of Asean University Network - Quality Assurance

OFFICE OF THE  
**VICE CHANCELLOR**  
FOR ACADEMICS

**OVCA FORM 117: LETTER OF INVITATION FOR THE RENEWAL OF APPOINTMENT**

Date: \_\_\_\_\_

To: \_\_\_\_\_

*Faculty Member/ASF*  
*College/Department of* \_\_\_\_\_

Attention: \_\_\_\_\_ **Department Chair/Program Director**

From: \_\_\_\_\_

*Dean/Director*

Subject: **Letter of Invitation for the Renewal of Appointment**

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After series of review and evaluation of your performance for the last semester/term and careful and objective determination of availability of teaching loads/performance tasks in the college/department, we would like to invite you for a renewal of your appointment as a/the ( ) Faculty Member/ ( ) Chair/Program Director ( ) ASF in this College/Department for the (1<sup>st</sup>) (2<sup>nd</sup>) (3<sup>rd</sup>) semester/term of SY \_\_\_\_\_ - \_\_\_\_\_.

Thank you very much.

cc: Faculty Member/ASF Concerned, Department Chair/Program Director Concerned, File

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