



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH AND
DEVELOPMENT STUDIES**

03 May 2024

Dr. Prose Ivy G. Yepes

President

VSU, Visca, City of Baybay, Leyte

Through: **Dr. Edgardo E. Tulin**

Vice President for Administration and Finance and
Chair, Non-Academic Personnel Board

Dear **Dr. Yepes**,

We earnestly request to hire a Science Research Assistant for ISRDS, and a Community Development Assistant specifically for our BIDANI Project.

ISRDS started as the Social Laboratory in 1975. Two years later, it was renamed Community Extension Service and then Extension Research and Development Division in 1980, and Center for Social Research in Small-Farmer Development in 1981. In 2002, it was renamed ISRDS.

Throughout the years, ISRDS has endeavored to sustain its vigor in doing extension while performing the other functions of instruction and research in the university. The transfer of the BIDANI Project to our unit in 2016 increased our potency to implement extension projects which, for one, have widened our social network as we build the capacities of various organizations for agricultural and rural development. Our extension projects also enhanced our teaching and research capabilities. Currently, we have five extension projects.

In the past, ISRDS had a center-based Research Assistant for all our research and extension projects. She assisted the faculty members in implementing extension project plans and submitting reportorial requirements. We also had a Science Research Specialist (SRS) who focused on the BIDANI Project along with two other SRSs given the wide scope of the BIDANI Project.

The retirement of both the Research Assistant and Science Research Specialist in 2019 without any replacement until now has had a crippling effect on the implementation of our extension projects. ISRDS has only four faculty members of whom two hold administrative positions. We find great difficulty in delivering our extension outputs as we also handle the MS Development Sociology program and conduct research. Sadly, we have encountered ISO-related nonconformity issues for not being able to submit periodic extension projects on time, not to mention our struggle in complying with the several requirements for conducting training for our clientele of the five extension projects.

The need for two additional staff—a Science Research Assistant and a Community Development Assistant—is a pressing concern that we need to address to regain our strength in extension and reduce our work-related stress.



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We hope for your approval of these requests.

Thank you for your support and more power!

Very truly yours,

ISRDS PERSONNEL COMMITTEE



LILIAN B. NUNEZ
Director

(on leave)

MERRY JEAN A. CAPARAS
Member



MARIA AURORA TERESITA W. TABADA
Member



RHEA ANGELIE F. DAYONDON
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GINA A. DELIMA
Member

Endorsed by:

MOISES NEIL V. SERINO
Dean, College of Management and Economics

Recommending Approval:

EDGARDO E. TULIN
Vice President for Administration and Finance;
Chair, Non-Academic Personnel Board

Approved:

PROSE IVY G. YEPES, EdD
President