



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

April 15, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University

Thru: **Dr. Rotacio S. Gravoso**
Vice President-Academic Affairs
VSU, Visca, City of Baybay


Dear Dr. Yepes:

I would like to designate, **Ms. Elia Maury C. Jadina** as officer-in-charge of the Institute for Strategic Research and Development Studies (ISRDS) on April 22-23, 2025 or until my return. I will be on leave on the said dates.

As OIC, she is authorized to fully discharge the duties and responsibilities of the ISRDS director on the above-mentioned date.

Thank you and regards.

Very truly yours,


LILIAN B. NUÑEZ
Director

Conforme:


ELIA MAURY C. JADINA
Instructor I

Recommending Approval:

MARIA VANESSA E. GABUNADA
Dean, Faculty of Humanities &
Social Sciences

ROTACIO S. GRAVOSO
Vice President-Academic Affairs

APPROVED:

PROSE IVY G. YEPES
President



**INSTITUTE FOR STRATEGIC RESEARCH
AND DEVELOPMENT STUDIES**
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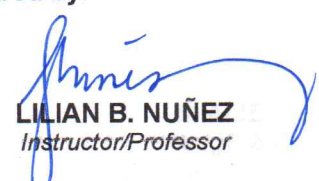


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FM-VSU-03
V4 01-23-2025
No. 2025-205



ARRANGEMENT FOR CLASSES MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department	Date of Filing
LILIAN B. NUÑEZ		ISRDS	April 15, 2025
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
1) Soci11n – Gender and Society	TF - 10:00-11:30 AM	16	To be handled by Ms. EMC Jadina (April 22, 2025)
2) DSOC208 – Qualitative Research Methods in the Social Sciences	Tues 7:00-10:00 PM	9	Students on fieldwork for research activities (April 22, 2025)
3) DSOC247 – Program Planning, Monitoring, and Evaluation	Fri 2:00-5:00 PM	2	Not affected
Reason(s) of: a. Leave: Date(s): <u>April 22-23, 2025</u> ___ Vacation ___ Sick ___ Others (Pls. specify): <u>SLP</u>		b. Travel: Date: <u>N/A</u>	
Conforme:  ELIA MAURY C. JADINA Name & Signature of person taking over the classes		Prepared by:  LILIAN B. NUÑEZ Instructor/Professor	
Approved by: MARIA VANESSA E. GABUNADA Dean, FHSS Date: _____			

**to be accomplished in 2 copies*

