



APPOINTMENT OF ISRDS WORKING COMMITTEES

January 16, 2024

Dr. Daniel Leslie S. Tan
Officer-In-Charge
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tan**,

I wish to recommend the appointment of the following ISRDS staff as chairpersons and members of the different working committees of the Institute for the period January-December 2024.

Personnel Committee

Chairperson : Lilian B. Nuñez
Members : Maria Aurora Teresita W. Tabada
Merry Jean A. Caparas
Gina A. Delima
Rhea Angelie F. Dayondon

- Conducts hiring of new ISRDS staff
- Recommends staff for promotion and oversees staff development program
- Reviews personnel-related policies
- Addresses personnel concerns

Graduate Admissions and Curriculum Development Committee

Chairperson : Gina A. Delima
Members : Lilian B. Nuñez
Maria Aurora Teresita W. Tabada
Merry Jean A. Caparas

- Reviews students' application for admission to the master's degree programs of ISRDS
- Prepares proposals relevant to the promotion and strengthening of the degree programs
- Plans activities for student enrolment
- Coordinates the allocation of teaching assignments for the degree programs of the Institute

Instructional Materials Review Committee

Chairperson : Maria Aurora Teresita W. Tabada
Members : Lilian B. Nuñez

Gina A. Delima
Merry Jean A. Caparas

- Reviews course syllabi, instructional materials including learning guides and modules, and virtual classrooms for the degree programs of the Institute

Project Development and Ethics Review Committee

Chairperson : Gina A. Delima
Members : Lilian B. Nuñez
Merry Jean A. Caparas
Maria Aurora Teresita W. Tabada

- Reviews R & E proposals including ethical considerations
- Facilitates yearend review of the Institute's R & E operations

Publications and Exhibits Committee

Chairperson : Merry Jean A. Caparas
Members : Gina A. Delima
Maria Aurora Teresita W. Tabada
Mizael B. Cerna
Melodina P. Edullantes
Rhea Angelie F. Dayondon

- Reviews inhouse publication materials
- Facilitates reproduction and distribution of publications
- Manages the ISRDS web page and Facebook page
- Facilitates preparation of ISRDS exhibits

Building Maintenance, Security, and Grounds Upkeep Committee

Chairperson : Mizael B. Cerna
Members : Ernesto A. Gonzaga, Jr.
Saloma B. Gisulga
Melodina P. Edullantes

- Takes charge of the general upkeep of the building and surroundings including landscaping
- Takes charge of equipment management
- Takes charge of security of the ISRDS building
- Coordinates activities related to building maintenance and follows up related requests with relevant units of the university
- Assesses the physical condition of ISRDS and the areas where repairs are needed
- Monitors the adoption of electricity and water conservation measures as well as solid waste management practices in the Institute

Sociocultural Affairs Committee

Chairperson : Melodina P. Edullantes
Member : Merry Jean A. Caparas

Rhea Angelie F. Dayondon

- Spearheads the planning and implementation of sociocultural and sports activities of the Institute
- Serves as representative of the Institute in the planning and implementation of university- and college-wide sociocultural and sports events

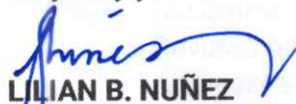
Individual assignments:

Gina A. Delima	: RDE Coordinator : Program Coordinator, MS Development Sociology
Merry Jean A. Caparas	: Program Coordinator, M/MS Land Administration and Management : Institute Secretary
Ernesto A. Gonzaga, Jr.	: Focal Person to the VSU Safety and Health Committee
Melodina P. Edullantes	: Alumni Communicator

I hope for your favourable action on this recommendation.

Thank you and best regards.

Very truly yours,


LILIAN B. NUÑEZ
Director

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

DANIEL LESLIE S. TAN
Officer-In-Charge