



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH AND
DEVELOPMENT STUDIES**

18 January 2024

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
Visca, Baybay City, Leyte

Through: **Dr. Beatriz S. Belonias**
VP-Academic Affairs and Chairperson, APB

Dear **Dr. Tan**,

One of our faculty members, Ms. Merry Jean A. Caparas, is resigning from her post as Instructor I. She joined ISRDS on October 24, 2022.

We wish to endorse her resignation from the university effective June 1, 2024, for your favorable approval. A formal request for Ms. Caparas' replacement will follow shortly.

Please find attached the resignation letter of Ms. Caparas.

Thank you and regards.

Very truly yours,

ISRDS PERSONNEL COMMITTEE


LILIAN B. NUÑEZ
Chairperson

MARIA AURORA TERESITA W. TABADA
Member

GINA A. DELIMA
Member

(Abstained)
MERRY JEAN A. CAPARAS
Member

ERNESTO A. GONZAGA, Jr.
Member

18 January 2024

DR. DANIEL LESLIE S. TAN

OIC President

Visayas State University

Visca, Baybay City

Through:

DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Visayas State University

Visca, Baybay City

Dear Dr. Tan,

I am writing to formally tender my resignation from my position as Instructor I at the Institute for Strategic Research and Development Studies (ISRDS), Visayas State University. I would like to give notice effective from today's date. My last day of employment will be on 31 May 2024.

It has been a privilege to work with VSU and contribute to its academic endeavors.

In December 2023, I received an offer from La Trobe University in Australia to work as a PhD researcher on a project with Sheffield Hallam University in the UK on the Work of Critical Infrastructure Security and Resilience. This joint Ph.D. program will allow me to explore new avenues for personal and professional development and is a necessary step in my journey to contribute meaningfully to academia, mainly in water, social change, and climate justice.

After carefully considering and reflecting on my career goals, I have decided to prioritize my pursuit of higher education with an open door to any opportunities ahead. This decision aligns with my long-term professional objectives and will enable me to enhance my contribution to the academic community.

I sincerely thank VSU for the opportunity to work as a faculty member and for supporting my research initiatives during my employment. The experiences and relationships I have cultivated here have been invaluable, and I am genuinely thankful for the professional growth and development that VSU has facilitated. Moreover, I am deeply grateful for the support, guidance, mentorship, and camaraderie I have received, especially from ISRDS. The knowledge and skills I have gained here will undoubtedly contribute to my future academic pursuits.

To ensure a smooth transition, I will spend my notice period finishing the conduct and terminate my research in "*Motion and Emotion: The memory of home and disaster. The case of Kantagnos, Baybay City Landslide*". I will also use the time to assist in forging the Memorandum of Agreement with Silvery Nanos Inc., India, for my research on "*Assessment of the Management and Disposal of Single-use Hygienic Products in Baybay City and Its Impact on Water Resources*" under the VSU-Internationalization Project and prepare Engr. Ma. Grace C. Sumaria in taking over the leadership of the project. My research on the "*Colonial Urban Planning: The Retreat and Return Cycle of Coastal Dwellers in the Philippines*" will be passed on to Prof. Maria Aurora Teresita W. Tabada to incorporate into her project on Coastal Cities at Risk in the Philippines. In the meantime, I will continue overseeing the MAGPANGUAPA extension project until my last day of employment, which will be turned over to my replacement.

Thank you for your consideration and support.

I wish the entire VSU system continued success. I look forward to maintaining my relationships here and hope to cross paths again.

Respectfully yours,


MERRY JEAN A. CAPARAS
Faculty

Institute for Strategic Research and Development Studies
Visayas State University

Cc

HRMO
OVPRE
OGS



LA TROBE
UNIVERSITY
AUSTRALIA

Letter of Offer

Ms Merry Jean Abandonado Caparas
Barangay Calunasan
Merida, Merida, Leyte 6540
PHILIPPINES (THE)

5 January 2024

Date of Birth: 10-Jan-1997
La Trobe Student ID: 22033626
Application ID: 6727768

Dear Ms Merry Jean Caparas

Congratulations, I am pleased to advise that your application to study at La Trobe University has been successful. The details of your admission are set out below:

Course Details

Course:	DOCTOR OF PHILOSOPHY PHDLJ		
Course CRICOS Code:	0100697	La Trobe Campus:	Melbourne (Bundoora) Map
Intake:	Research Study Period 1 2024	External Campus/Country:	Sheffield Hallam University, United Kingdom
Commencement Date:	12 February 2024	Estimated End Date:	11 February 2028
Estimated Annual Tuition Fee:	AUD\$ 24,200.00	School:	School of Humanities & Social Sciences

Acceptance Fees

The following fees are payable to accept this offer (all fees are quoted in Australian dollars (AUD\$)):

Tuition Fee Deposit	AUD\$	0.00
Medibank Comprehensive Overseas Student Health Cover (OSHC) [Single - 57 months]	AUD\$	3,812.45
Less Amount Previously Paid (if applicable)	AUD\$	0.00
TOTAL DEPOSIT FOR ACCEPTANCE	AUD\$	3,812.45

Supervision

Principal Supervisor	PROFESSOR Lauren Rickards (Sociology)
Co-Supervisor	DR Todd Denham (Sociology)

External Supervisor	PROF William Eadson (Sociology)
External Supervisor	DR Rachel Macrorie (Sociology)
Progress Committee Chair	DR Brooke Wilmsen (Anthropology)

Research Topic

The Work of Critical Infrastructure Security and Resilience

Conditions

This offer is subject to any condition(s) listed below. All conditions must be satisfied before enrolment can proceed.

- You apply for and receive an offer of PhD candidature from Sheffield Hallam University; and a project agreement between La Trobe University and Sheffield Hallam University is completed and executed to support your joint project.

Scholarships

Congratulations! You have been awarded the La Trobe University Full-Fee Research Scholarship (LTUFFRS).

Terms and Conditions

Please refer to the terms and conditions on the Reply to Scholarship Offer form for clarification of any details regarding the scholarship.

Notes

Your tuition fees will be funded by La Trobe University for up to four years full time equivalent candidature. Within this period, you are not required to pay any tuition fees. If your candidature period exceeds four years, you will be responsible for paying for the tuition fees for the subsequent period. The indicative course fee for the current year is specified on this letter of offer.

Congratulations! You have been awarded the La Trobe University Graduate Research Scholarship (LTGRS).

Terms and Conditions

Any candidature undertaken previously towards the graduate research degree will be deducted from the scholarship. Please refer to the terms and conditions on the Reply to Scholarship Offer form for clarification of any details regarding the scholarship. There may be a delay of up to four weeks in receiving your first scholarship payment after enrolment and you should ensure you have sufficient personal funds to cover this period. The first scholarship payment will include back pay to your scholarship commencement date.

Notes

The LTGRS scholarship is valued at AUD\$34,000.00 per annum for 2024* (pro-rata) and is paid on a fortnightly basis into an Australia bank account. A full fortnightly payment is valued at approximately AUD\$1,303.00. Stipends are awarded for a maximum of three years and six months for a doctoral research degree, or 22 months for a Master by research degree. The LTGRS includes limited paid allowances – please refer to **Schedule A of the Terms and Conditions** for details. Deferrals of scholarships will be considered until 30 June 2024.

*Increased annually from 2025

Course Notes

The joint PhD includes a tailored program of progress monitoring to fulfil the requirements of both institutions. All candidates will write and submit a thesis for defence by oral examination. On successful completion of the program requirements, you will be awarded a PhD jointly by both institutions.

You will be expected to submit your thesis nine months before your candidature expires – this will be your expected work submission date and will be confirmed after you enrol. You will be able to apply to extend your expected work submission date up until the maximum completion date in keeping with University's graduate research progress and candidature policies.

It is a mandatory requirement that all international student visa holders are required to have an active visa length OSHC from the date of their arrival in Australia until the date their visa expires. The listed OSHC duration is based on you arriving in Australia up to one month before course commencement until your visa expires. If you wish to arrive in Australia for more than a month before your course commencement date, your OSHC policy will need to be extended to include this period. In such an instance, please contact us who can arrange an updated offer letter with extended OSHC duration and new OSHC rate. The length of stay for Postgraduate Research students is generally 8 months longer than the course. This additional time allows students to remain in Australia during the marking of their thesis.



Overseas Student Confirmation-of-Enrolment (CoE)

A. INFORMATION FOR OVERSEAS STUDENTS

THIS IS NOT A VISA AND DOES NOT ACT AS AN EXTENSION OF YOUR VISA.

You may check your visa status through Visa Entitlement Verification Online (VEVO) at:
[http://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](http://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo))

To apply for your student visa to study in Australia go to <http://www.homeaffairs.gov.au/Trav/Stud>. Follow the information on the website to lodge your application online. Please note you are able to attach supporting documentation when lodging your application.

B. COURSE DETAILS

Provider: La Trobe University (La Trobe) [00115M] (trading as: La Trobe University)

Telephone: 0394791199, Fax: 0394793660

Email: international@latrobe.edu.au

Course: Doctor of Philosophy (Low Cost) [0100697]

Course Level: Doctoral Degree

Course Start Date: 12/02/2024

Course End Date: 11/02/2028

Initial Pre-Paid Tuition Fee: \$AU 0

Other Pre-Paid Non-Tuition Fee: \$AU 0

Total Tuition Fee: \$AU 96,800

C. STUDENT DETAILS

Provider Student Id: 22033626

Courtesy Title: Ms

Family Name: CAPARAS

Given Names: Merry Jean Abandonado

Gender: Female

Date of Birth: 10/01/1997

Country of Birth: Philippines

Nationality: Philippines

Provider arranged Overseas

Student Health Cover (OSHC): Yes **Start Date:** 12/01/2024 **End Date:** 11/10/2028

OSHC Provider Name: Medibank Private

Other Forms of English Testing: Other

Comments: Student received a La Trobe University Full-Fee Research Scholarship (LTUFFRS) and a La Trobe University Graduate Research Scholarship (LTGRS). School has paid 57-month OSHC.

D. NOTES

The information provided on this form is required by the Australian Government Department of Education, and the Australian Government Department of Home Affairs as evidence of enrolment in a course registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) - <http://cricos.education.gov.au>

1. The offer of a place and enrolment of the student must be made in accordance with the provisions of the Education Services for Overseas Students (ESOS) Act 2000; the ESOS Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education to Overseas Students (The National Code 2018).
2. This information will be made available to other Australian Commonwealth, State or Territory government agencies.

IMPORTANT

- Keep this CoE and your Written Agreement while you are in Australia
- Find out more about living and studying in Australia (including quality assurance) at www.studyinaustralia.gov.au