



17 January 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tulin**,

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 2022.

Personnel Committee

Chairperson : Lilian B. Nuñez
Members : Maria Aurora Teresita W. Tabada
Christopher R. Galgo, Jr.
Gina A. Delima
Ernesto A. Gonzaga, Jr.

- 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 : Lilian B. Nuñez
Members : Maria Aurora Teresita W. Tabada
Gina A. Delima
Christopher R. Galgo, Jr.

- 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 : Lilian B. Nuñez
Members : Maria Aurora Teresita W. Tabada
Gina A. Delima
Christopher R. Galgo, Jr.

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