



21 September 2023

Dr. Ma. Theresa P. Loreto

Dean of the College of Arts and Sciences
Visayas State University
Visca, City of Baybay, Leyte

Dear Dr. Loreto,

Warm greetings!

We would like to thank you for attending or sending a representative on September 12, 2023 for the Conversation Session about A Good University organized by ISRDS.

In our first letter dated September 4, 2023, we invited 1 administrative staff from your college for the September 27, 2023 session. However, **this will be postponed on October 11, 2023**, because CHED will have an ocular visit in relation to the COPC application of ISRDS for its MS Development Sociology program on September 26-28, 2023. We only received the notice from CHED on September 19, 2023.

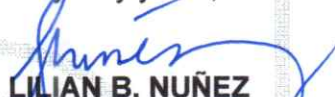
We kindly request that you cascade this information to the administrative staff that you have already invited to participate.

To gently reiterate, **we are inviting one (1) administrative staff from your college and/or department under your college**. The administrative staff should have either an **administrative aide** or an **administrative assistant position**. Kindly see below details below:

Date and time	Participant's sex	Venue
October 11, 2023 1:00 pm	One (1) staff with admin aide or admin assistant position per college: • CME – 1 male • CAS – 1 male • CAFS – 1 female • CoN – 1 male • College of Engineering – 1 female • College of Education – 1 female • CVM – 1 male • CFES – 1 female	ISRDS

Thank you very much, and looking forward to your favorable action on this request.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS



**INSTITUTE FOR STRATEGIC RESEARCH
AND DEVELOPMENT STUDIES**

Visayas State University, PQVV+WJC, Baybay City, Leyte
Email: isrds@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1049 & 1050

