



December 1, 2021

Dr. Edgardo E. Tulin
President, VSU
Visca, Baybay City, Leyte

Through: **Dr. Daniel Leslie M. Tan**
Vice President for Administration and Finance

Dear **Dr. Tulin**,

We wish to request for two Administrative Aide personnel to replace Miss Teresita Y. Cosares who retired from government service in July 2018 and Mr. Generoso L. Vequizo who will be retiring effective January 1, 2022. Miss Cosares was the clerk of the institute until her retirement, while Mr. Vequizo has served as the driver of ISRDS since 1986. When Miss Cosares retired, her job responsibilities were taken over by Mr. Ernesto A. Gonzaga, Jr., who was the clerk of the BIDANI Program then, and was already holding a permanent position of Administrative Aide IV by virtue of the institutionalization of BIDANI which granted eight plantilla positions to the university.

During the pandemic which has reduced his driving function drastically, Mr. Vequizo devotes his time to the maintenance of the cleanliness of the ISRDS surroundings as well as the common spaces within the building, such as the lobby, student lounge/conference room, restrooms, and training room. His diligent performance of these tasks has offset our need for a utility person which we felt for about two years prior to the pandemic due to the nonrenewal of the contract of our job-order utility person.

As Mr. Vequizo is currently functioning as the driver and utility person, his retirement effective January 1, 2022 will leave us without a driver and a utility person. It is for this reason that we are earnestly requesting that two personnel be hired to occupy the Administrative Aide positions of Miss Cosares and Mr. Vequizo.

We are in dire need of a utility person especially because the ISRDS building has large interior spaces and surroundings to maintain and it also houses the Gender Resource Center. Moreover, in-person classes will resume next year. ISRDS also needs a driver as we have several extension and research projects that entail regular visits to our project sites when travel restrictions are lifted. Additionally, as we are a component of the College of Management and Economics, the job responsibilities of our utility person and driver can be extended to the college which does not have these personnel.

We hope for your favorable response to our request.

Thank you very much.

Very truly yours,

ISRDS PERSONNEL COMMITTEE