



December 23, 2021

DR. MARIA JULIET CENIZA

VP for Research, Extension, and Innovation
Visayas State University

Thru: **PROF. ROSA OPHELIA D. VELARDE**
Director for Research

Dear Dr. Ceniza,

Greetings!

This letter pertains to our project entitled "Graduates' Employability and Employers' Feedback in Visayas State University". The scheduled completion of the project is December, 2021.

Within the months of implementation period, to date, the project has met some of the targets and accomplishment of the activities set for the duration of the project. As of present, the survey for the graduates and employers' feedback is still on-going.

The unavoidable problems in attaining the desired number of respondents of the survey led to the delay of the completion of the project on its approved six months duration. These were due to the late start in implementing the project because of the delay in the issuance of the appointments of the study leaders, and the retrieval of the reply of the respondents. The team had sent the questionnaires' using the google forms through the respondents mainly through online platforms due to the travel restrictions, however, a number of respondents did not reply.


In view of the above development, we would kindly request to extend the implementation of the project for another quarter (January 1, 2021 - March 31, 2021). The requested extension will help us send out and retrieve questionnaires personally and intensify our collection of the response from the remaining respondents.

Attached herewith are supporting documents for your perusal.

We are hoping for your favorable consideration on this request. Thank you very much for your continued support.

Merry Christmas and a Prosperous New Year!

Respectfully yours,


MA. RACHEL KIM L. AURE
Project Leader and
Director, Instruction and Evaluation