



May 25, 2023

**Mr. Vicente A. Gilos**  
Chief Librarian  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Mr. Gilos**:

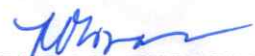
This is to inform your office that the BSA program major in Agronomy of the College of Agriculture and Food Science, Visayas State University, is applying for CHED Certificate of Program Compliance (COPC). Thus, we are preparing the documents for the site evaluation in June 2023. Some of the documents needed from your office are:

- 1) Library Organization Structure
- 2) Updated matrix of Library Personnel
- 3) Library Manual
- 4) License of the Librarian and list of organization where he is a member or officer.
- 5) List of references for Agronomy (include here the physiology books/journals
  - a. Five relevant book titles published within five years including electronic format
  - b. Three titles of professional journals (local or international)
  - c. bibliographic records
  - d. Etc.

Thus, we are requesting your assistance with the above requests.

Thank you very much for your continued support.

Respectfully yours,

  
**RUTH O. ESCASINAS**  
Head, DA

Recommending Approval:

**VICTOR B. ASIO**  
Dean, CAFS

Approved:

**VICENTE A. GILOS**  
Chief Librarian