



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF **ECONOMICS**

February 20, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

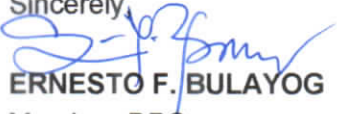
Dear Dr. Yepes:

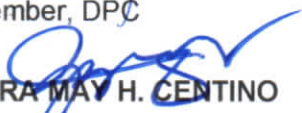
The Department of Economics Personnel Committee would like to recommend **Ms. Michelle Aubrey D. Cabase** as On-the-Job (OJT) Coordinator of the department effective February 2025 unless sooner revoked or terminated.

As OJT Coordinator, Ms. Cabase is expected to perform the following duties and responsibilities:

1. Oversee all field practice activities including making sure that necessary documents prior to field practice are secured following (CHED) memorandum orders.
2. Conduct arrangement with institutions i.e Memorandum of Agreement, permits certifications, etc where the students are to be assigned.
3. Perform other functions related to on-the-job training activities.

Sincerely,


ERNESTO F. BULAYOG
Member, DPC


ZYRA MAY H. CENTINO
Member, DPC


LEMUEL S. PRECIADOS
Head & Chairman, DPC

Noted:


MARK C. RATILLA
Dean, FME

Conforme:


MICHELLE AUBREY D. CABASE

Recommending Approval:

ROTACIO S. GRAVOSO
Vice Pres. for Academic Affairs

Approved:

PROSE IVY G. YEPES
President



DEPARTMENT OF ECONOMICS
Visayas State University, Baybay City, Leyte
Email: doe@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1024



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