



January 5, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Through: **Dr. Daniel Leslie S. Tan**
Chairman, NAPB

Dear Dr. Tulin,

Greetings!

This is about the upcoming accreditation in the university that include our graduate and undergraduate programs in the department. The accreditation activities such as the AACUP and ISO, and the flexible learning scheme that we have adopted have increased the volume of work to be performed by the faculty and staff, including our clerk/dDRC. We have only one clerk in the office serving as dDRC and assisting the need of the faculty. The two COVID cases we had last year that subjected us often to home quarantine have further increased the degree of preparations we ought to make up for the forthcoming ISO audit in February or March. This augmentation would be of great help especially that our BS Economics program is also set for its next survey visit in October this year. If granted, the newly hired can assist Mr. Carlito O. Suganob in his work as clerk/dDRC and as an administrative assistant in the office. We only have one clerk hence, we earnestly need another who is well-versed in online accreditation. This augmentation will surely help us attain our goal for an outstanding service with clientele and admirable office performance.

In this connection, the Department of Economics Personnel Committee (DPC) would like to request from your good office a regular Job Order (JO) personnel to assist Mr. Carlito O. Suganob in his office work as dDRC and administrative assistant.

Hoping for your kind consideration of this request.

Thank you.

Very truly yours,

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MA. SALOME B. BULAYOG
Member, DPC

him
MOISES NEIL V. SERIÑO
Member, DPC

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MARIA HAZEL I. BELLEZAS
Head, DOE & Chair, DPC

