



October 11, 2023

Dr. Beatriz S. Belonias

Vice President for Academic Affairs
Visayas State University
Visca, Baybay City

Dear Dr. Belonias,

Mabuhay!

I am writing to explain about the delayed submission of accomplishment reports for the month of June to August 2023, being the head of the Department of Economics. First and foremost, I would like to sincerely apologize for any inconvenience caused due to the delay. I understand the importance of timely and efficient submission of deliverables, and I deeply regret any negative impact this may have had on our university or any concerned parties. Please allow me to provide a thorough explanation of the circumstances.

When I first accepted the designation as the Head of the Department of Economics, I knew, I have to double my time in reconfiguring the unit in general. I have to deal with a lot of work backlogs which are truly overwhelming as a neophyte in the administrative world. Then, the fact that we don't really have enough administrative staff makes the situation more difficult as I have to personally help our clerk in communicating and verifying information and documents especially the ISO related ones.

Furthermore, the many activities conducted like the CHED-COPC Validation Visit, the DOE hiring of new faculty for this first semester, the graduation related requirements and activities, the deployment of students for OJT, college and graduate curriculum review, among others, required a huge amount of time in terms of document preparation, facilitating graduation requirements, communicating with potential industry partners, visiting student interns, etc. These consumed all my time and hence, I tend to forget my accomplishment reports.

Also, the CHED-DBM JC3 1st Faculty Reclassification started around this period and every faculty who wished to be reclassified must beat the deadline set by the CHED. The effort needed in order to finish everything before the deadline was colossal as a lot of documents were needed, for us to claim points in this new reclassification cycle.

Please note, that alongside with all the administrative works, I am handling teaching courses, around 17 units of teaching load. So, I have to really divide my time so well, to be able to cope with the demand expected of me.

Rest assured that I am doing my best to serve all DOE clientele with utmost satisfaction. I genuinely appreciate your understanding and patience during this time.

Thank you.

Very truly yours,


ZYRA MAY H. CENTINO
Head, DOE