



FM-VSU-03-2024-0809-215299



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

March 20, 2024

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

Dear Dr. Yepes:

The Department of Economics Personnel Committee would like to recommend **Ms. Babylyn C. Lambert** as On-the-Job (OJT) Coordinator of the department effective March 2024 unless sooner revoked or terminated.

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

1. To 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,

LEMUEL S. PRECIADOS
Member, DPC

ERNESTO F. BULAYOG
Member, DPC

ZYRA MAY H. CENTINO
Head and Chairman, DPC

Noted:

LILIAN B. NUÑEZ
Dean, CME

Conforme:

BABYLYN C. LAMBERT
Faculty

Recommending Approval:

ROTACIO S. GRAVOSO
Vice President for Acad. Affairs

Approved:

PROSE IVY G. YEPES
President



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