



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**ECONOMICS**

**November 4, 2024**

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

**Thru: Dr. Elwin Jay V. Yu**  
Vice President for Administration and Finance  
Visayas State University

**Subject: Request for Additional Clerk for the Department of Economics**

**Dear Dr. Yepes,**

Good day!

I am writing on behalf of the Department of Economics (DOE) to urgently request the appointment of an additional clerk to support our team and meet the increasing demands of our department. Please know that DOE is hosting 5 degree programs namely; BSEcon (w/ 2 majors), BSA-Ag.Econ, MSAgEcon, MAGDEV-AgEcon & MS Applied Econ. This need has become pressing as our student and clientele numbers have risen significantly, bringing a surge in inquiries, paperwork, and general administrative requirements. The DOE is dedicated to maintaining high standards of efficiency and responsiveness, and an additional clerk would be instrumental in upholding these standards as we continue to grow.

Currently, our sole clerk, Mr. Carlito O. Suganob, also serves as our Designated Department Records Controller (DDRC), carrying a workload that has become highly taxing. Mr. Suganob's dual responsibilities require him to manage essential departmental records while assisting faculty and students, tasks which now require near-constant attention due to the increase in demands. The volume of work has become overwhelming, and it has been challenging for him to manage all responsibilities effectively.

Moreover, Mr. Suganob is approaching retirement. His dedication and hard work have been indispensable, but due to age and the dual workload, there have been instances of inefficiency, such as misplaced documents and delayed submissions of deliverables. These issues highlight the strain on our current system and the critical need for additional support to uphold the department's administrative quality and efficiency. We at the DOE believes that this is a great time to train new admin staff come the retirement of Mr. Suganob.

Aside from the main reasons mentioned above, the unit has been mark by an OFI in the current and previous ISO audits. For several years now, ISO auditors sees the need of an additional manpower in order for DOE to function effectively (see attachment).

Having an additional clerk would ensure that each of these essential functions can be managed with the attention and care they require. The DOE takes pride in offering students,



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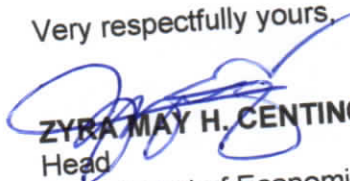
Page 1 of 2  
**FM-VSU-03**  
V3 06-06-2024  
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faculty, and other stakeholders the timely assistance they deserve, and we believe that the addition of a clerk is essential to maintain this standard.

Thank you for considering this request to strengthen our administrative team and enable DOE to continue providing excellent service. We are confident that an additional clerk will make a substantial difference, benefitting our department's operations, faculty, and students alike.

God bless VSU!

Very respectfully yours,

  
**ZYRA MAY H. CENTINO**  
Head  
Department of Economics

Endorsed by:

**LILIAN B. NUÑEZ, PhD**  
Dean  
College of Management and Economics

Recommending Approval:

**ELWIN JAY V. YU, MD**  
VP, Administration and Finance

Approved:

**PROSE IVY G. YEPES, Ed.D**  
President

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge  
and innovative technologies for sustainable communities and environment.