



June 14, 2023

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

Dear Maam:

The Department of Economics Personnel Committee would like to recommend Ms. Babylyn C. Lambert as On-the-Job (OJT) Coordinator of the department effective immediately 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,

BRENDA M. RAMONEDA  
Member, DPC

MOISES NEIL V. SERINO  
Member, DPC

ZYRA MAY H. CENTINO  
Head & Chairman, DPC

Noted:

MOISES NEIL V. SERINO  
Dean, CME

Conforme:

BABYLYN C. LAMBERT  
Faculty

Recommending Approval:

BEATRIZ S. BELONIAS  
Vice President for Acad. Affairs

Approved:

EDGARDO E. TULIN  
President