

September 18, 2023

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

Dear Sir:

The Department of Economics Personnel Committee would like to recommend Ms. Babylyn C. Lambert as Department Internship Program 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:

- 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 SERING

Member, DPC

ZYRA MAY H. CENTINO

Head & Chairman, DPC

Noted:

MOISES NEIL V. SERINO

Dean CME

Conforme:

ABYLYN G. LAMBERT

Faculty

Recommending Approval:

ALELI A. VILLOCINO

Vice President for Student Affairs and Services

Approved:

EDGARDO E. TULIN 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.

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