



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
ECONOMICS**

September 14, 2023

**Ms. Chona A. Brit**  
OIC-Dean of Students  
Visayas State University  
Visca, Baybay City

**Dear Maam Brit:**

Our BSEcon Program major in Business Economics will undergo COPC Certification. Currently, we are in the process of compiling/gathering the needed documents. In this regard, we would like to request copy of the documents from your office:

1. Updated Guidance Councilor TOR, PDS, CV, PRC ID, Diploma and Certificates

Rest assured that these documents will solely be used for the intended purpose.

Thank you very much for your favorable approval to this request.

Very truly yours,

  
**ZYRA MAY H. CENTINO**  
Head, DoEcon