



December 19, 2023

DR. DANIEL LESLIE TAN

OIC President
Visayas State University
Visca, Baybay City, Leyte

Re : Appeal to NAPB Resolution No. 346

Dear Dr. Tan,

Greetings from the Department of Economics!

We at the Department of Economics would like to appeal to your humble office the action of the Non-Academic Personnel Board regarding our request to renew the contract of the unit's J.O, Ms. Maria Michelle Sequeña. The following are our main reasons for this appeal:

1. The ISO External Audit will be happening this February 2024. This certification activity would need time to prepare all the necessary documents. Although the faculty will be rendering time for this, however, the bulk of the work, such as gathering, organizing, and filing of relevant documents will be more efficient if there is help from a person who can focus on these processes considering the fact that faculty have heavy assigned workload.
2. Based on our previous ISO internal audits, even during the time of the previous unit heads, DoEcon has been noted with an OFI regarding the hiring of additional worker to assist the clerk (**DoE-OFI-22-04**). This request is long overdue, and hence, needs your favorable action (see attached audit report).
3. We have just submitted our application for COPC of our BS Economics major in Business Economics and MS Applied Economics. For sure, there will be comments and suggestions that would require proofs. Hence, the service of a JO would be immensely helpful to facilitate our COPC application.
4. The number of clientele that our Department is serving has increased significantly. For instance, the number of our BS Econ students is now more than double. Adding to this is the exponential increase in the number of students from other departments taking service courses under our unit. Further, the administrative processes have been taxing and complicated. Considering these, it is vital to have another personnel to help our current clerk, Carlito O. Suganob, to be able to accommodate our clients requests as seamless as possible.

Moreover, we need young personnel that could do well with the office's transactions especially with the use of new technologies. Apparently, maybe because of his age, our existing clerk needs time to learn new things like the softwares necessary in our day to day activities, downloading and uploading of documents, the use of google docs among others. This significantly affects our daily operations.