



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

March 14, 2025

PROSE IVY G. YEPES

President
Visayas State University

THRU: **MOISES NEIL V. SERIÑO**

Vice President for Administration and Finance
Chair, NAPB

Subject: Request for Job Order Administrative Assistant for the Department of Economics

Dear President Yepes,

I am writing to respectfully request the allocation of a Job Order Administrative Assistant for our Department of Economics at the Visayas State University. This request is made with an understanding of the increasing workload our department is facing, particularly as we work towards completing the AACCUP Level IV re-accreditation process, which is set to be completed before April 30, 2025.

The urgency of this request is compounded by the current health and well-being concerns surrounding our Administrative Staff. Due to his recent health issues (currently admitted now in Baybay Hospital), stemming from his sincere dedication during the preparation for the ISO audit coupled with personal family challenges, our administrative staff is struggling to meet the growing demands, especially as we approach the midterm examinations and prepare for graduation requirements. The physical and emotional strain on him, especially considering his proximity to retirement, is becoming a significant concern for both his health and the department's ability to function at its full potential.

In light of this, we humbly request the immediate assignment of at least one Job Order Administrative Assistant for six months to support our department's daily operations. This assistance will not only provide relief to our staff member but will also enable us to meet our strategic targets for the year. It will also ensure the continued health, safety, and inclusion of our department members, particularly our administrative staff, who have been instrumental to the success of the department.

We greatly appreciate your attention to this matter and your support in helping us achieve both our academic and departmental objectives. Thank you very much for your consideration. We look forward to your positive response.

Sincerely,


LEMUEL S. PRECIADOS

Head, Department of Economics
Visayas State University



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