



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

September 13, 2024

DR. ALELI A. VILLOCINO

Vice President for Student Affairs and Services
Visayas State University
Visca, Baybay City

Thru : MR. NORBERT JOHN O. VILLAS

Student Internship Program Coordinator

Dear Maam and Sir:

The Department of Economics hereby submitting the following lists of documents as required for submission in your good office.

1. List on HTE forged in AY 2023-2024 (Annex D)
2. Internship Report (Annex C) Midyear 2023.2024
3. Pre -deployment Seminar
 - a. USSO , GAD and Legal Matters Orientation Deployment
 - b. Department Orientation Deployment
4. Copy of the Appointments (Department Coordinator and Co-Coordinators)
5. Copy of Duly Notarized MOA (*original Copy submitted ahead in your office already*)

These documents serve as compliance as of the per required documents for the Internship Program Midyear 2023-2024 of the Department of Economics.

Thank you very much.

Sincerely yours,

BABYLYN C. LAMBERT

Department Student Internship Program Coordinator
Department of Economics

Noted by :

ZYRA MAY H. CENTINO

Head, Department of Economics



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