



22 June 2023

BEATRIZ S. BELONIAS, Ph. D.
Vice President for Academic Affairs
Visayas State University

Dear **Dr. Belonias**,

Greetings!

The Department of Meteorology at Visayas State University desires an improvement in its degree program by undergoing CHED Certificate of Program Compliance (COPC) Evaluation.

With the newly authorized request for COPC evaluation from your office, the department needs greater processing capacity in the compilation of these papers required for the review. In this regard, I am requesting your good office to allow us to hire JO worker (for three months duration) charged to your office fund to assist us in gathering and assembling various papers required for the review.

We hope you will consider our plea.

Very truly yours,

CHARLIE S. ANDAN
Head, Department of Meteorology

Noted:

JANNET C. BENCURE, Ph. D.
Dean, College of Engineering & Technology

Approved:

BEATRIZ S. BELONIAS, Ph. D.
Vice President for Academic Affairs