



October 18, 2023

Dr. Jerry Tembong
Head, DALL
Visayas State University
Visca, Baybay City

Dear Sir:

Our BSEcon Program major in Business Economics will undergo COPC Certification. Currently, we are in the process of compiling/gathering the needed documents. Considering that some of our students are taking some basic/fundamental courses in your department as listed below. In this regard we would like therefore request the updated **PDS and CV, Transcript of Records, Diploma and PRC License (if any) and latest Actual Teaching load of faculty** handling these subjects. Rest assured that these documents will be solely used for the purpose.

1. Com 11
2. Hum 13n
3. Engl 11

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

Very truly yours,

ZYRA MAY H. CENTINO
Head, DoEcon