



November 13, 2023

Dr. Daniel Leslie S. Tan
OIC-President and Chairman, NAPB
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan,

Greetings!

This is about the upcoming accreditation in the university that include our graduate and undergraduate programs in the department. The accreditation activities such as the AACUP and ISO external audit will be conducted early next year, hence we appeal and request for the renewal of the contract of our job order (JO) personnel, Ms. Maria Michelle Sequeña. Ms. Sequeña's contract will end this December 31, 2023. Our JO have worked hard on the compilation of documents for the COPC application of both MS Applied Economics and BS Economics major in Business Economics and was highly efficient during the ISO internal audit of our office last September 2023. She has great organizational skills which is essential in this line of work.

Please note that we have only one clerk in the office serving as dDRC and assisting the need of the faculty. If granted, Ms. Sequeña can also assist Mr. Carlito O. Sukanob in his work as clerk/dDRC and as an administrative assistant in the office. Again, we only have one clerk hence, we earnestly need another who is well-versed in the processes of accreditation and document organization. This request will surely help us attain our goal for an outstanding service with clientele and admirable office performance.

Hoping for your kind consideration of this request.

Thank you.

Very truly yours,

BRENDA M. RAMONEDA
Member, DPC

MOISES NEIL V. SERIÑO
Member, DPC

ZYRA MAY H. CENTINO
Head, DOE & Chair, DPC