

March 20, 2024

**MARILYN M. BELARMINO**

Director, Graduate Education  
VSU, Visca, Baybay City, Leyte

Dear Dr. Belarmino:

The Department of Economics COPC Application for the Master of Science in Applied Economics degree program was scheduled for an on-site evaluation on April 10-11, 2025. In this regard, we are updating some of the documents.

With this, we would like to request an updated document of the following from your office:

1. Structure of Graduate Program,
2. Appointment, CV, TOR, and Diploma of the Dean of the Graduate School
3. Publications of the Dean of the Graduate School
4. Graduate Program Manual of Operation
5. Graduate Program Manual of Operation on the availment of Research and Teaching Assistantship
6. Sample Copy of evidence of a GTA student who availed of the program
7. Latest version of the Graduate School Code
8. BOR Resolution No. 169 s 2020 Approving the Increase of Financial Assistantship
9. and lastly, the updated Admission requirements of the Graduate Program

Rest assured that these documents will solely be used for the said purpose.

Thank you very much for your favorable approval of this request. You may send the documents to [doe@vsu.edu.ph](mailto:doe@vsu.edu.ph) or [lemuel.preciados@vsu.edu.ph](mailto:lemuel.preciados@vsu.edu.ph). If possible, can we have the documents on or before March 25, 2025.

Very truly yours,



**LEMUEL S. PRECIADOS**  
Head, DoEcon