



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
AGRONOMY

February 04, 2025

Dr. Prose Ivy G. Yepes
University President
Visayas State University
Visca, Baybay City, Leyte

Dear **President Yepes**:


This is to formally recommend **Dr. Ma. Gweneth M. Abit** for the position of Assistant Coordinator for the Department Internship Program in the Department of Agronomy, effective immediately and continuing until December 31, 2025.

In her role as Assistant Coordinator, Dr. Abit will undertake the following duties and responsibilities:

1. Assist in the preparation of the student orientation program.
2. Support the Coordinator in assigning students to their respective higher education institution (HEI) areas.
3. Aid the Coordinator in monitoring students during their on-the-job training (OJT).
4. Represent the Coordinator at meetings related to the internship program.

Thank you.

Yours respectfully,


LUZ G. ASIO, PhD
Head, DA

Noted:

SUZETTE B. LINA, PhD
Dean, FAFS

Approved:

PROSE IVY G. YEPES, PhD
University President



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