



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF AGRONOMY

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10 February 2023

ATTY. RYSAN C. GUINOCOR

OIC Chief Legal Officer/
Supervising Administrative Officer
Visayas State University
Visca, Baybay City, Leyte

Dear **Atty Guinocor**:

We would like to request your office to comment, make suggestions and recommendations of this Memorandum of Understanding between Visayas State University and the Host Training Establishment for the on-the-job training (OJT) of our fourth-year major students this second semester 2022-2023. Many of the agreements in this draft were taken from the sample MOU from the Office of the Vice President for Students.

Should you need the presence of our OJT coordinator, you can dial our VOIP # 1013. Thank you very much for your support.

Sincerely yours,

RUTH O. ESCASINAS
Head, Department of Agronomy