



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
ECONOMICS**

September 13, 2023

Mr. Vicente A. Gilos
Head, University Learning Center
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. In this regard, we would like to request copy of the following documents from your office:

1. Updated Library Personnel Matrix
2. Updated Library Manual
3. Updated Librarian Profile (PDS, CV, TOR, Diploma, Certificates and latest PRC License (non-expire)
4. Latest PRC (if any)

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

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

Very truly yours,


ZYRA MAY H. CENTINO
Head, DoEcon