



September 18, 2023

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City

Dear Sir:

The Department of Economics Personnel Committee would like to recommend the following faculty, namely:

1. **Prof. Lemuel S. Preciados**
2. **Ms. Michelle Aubrey D. Cabase**
3. **Mr. Jedan A. Cavero**
4. **Mr. Israel C. Embayarte**

as **Department Internship Program Co-Coordinator** of the Department of Economics effective immediately unless sooner revoked or terminated.

As OJT Co-Coordinator, **Mr. Preciados, Ms. Cabase, Mr. Cavero and Mr. Embayarte** are expected to perform the following duties and responsibilities:

1. Assist the OJT Coordinator in deploying and monitoring of the student trainees.
2. Monitor the performance of the student trainees for the entire duration of OJT Program, which includes site/ firm visitation during trainee's deployment period.
3. Responsible in grading the performance of the student trainee in coordination with the performance rating given by the OJT Coordinator and HTE's OJT Supervisor.

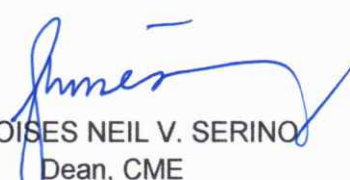
Sincerely,

  
**BRENDA M. RAMONEDA**  
Member, DPC


  
**MOISES NEIL V. SERINO**  
Member, DPC


  
**ZYRA MAY H. CENTINO**  
Head & Chairman, DPC

Noted:

  
**MOISES NEIL V. SERINO**  
Dean, CME

Conforme:

  
**LEMUEL S. PRECIADOS**  
Faculty

  
**MICHELLE AUBREY D. CABASE**  
Faculty