



March 4, 2022

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

Thru: **Dr. Aleli A. Villocino**  
Vice President for Student Affairs and Service

Dear **Dr. Tulin**,

The Department of Agricultural Education and Extension (DAEEEx) is going to schedule its fourth year Bachelor of Science in Agriculture major in Agricultural Extension students this 2nd Semester, S. Y. 2021-2022, to undertake a three-month actual apprenticeship in selected Research Centers/ Host Training Establishment (HTE) inside the VSU campus, namely: Eco-FARMI, Philrootcrops, NARC, NCRC, ATI and PCC.

In this connection, I would like to request approval for the internship of 13 BSA- AgEx students in the said research centers/HTE. Attached are the COVID-19 Pandemic Safety-Compliant On-the-Job Training (OJT) Plan and the draft Memorandum of Understanding.

Thank you very much!

Very truly yours,

**VIRGELIO C. DARGANTES JR.**  
OJT Department Coordinator

Noted by:

**KAREN LUZ P. YAP**  
Head, DAEEEx

Recommending Approval:

**VICTOR B. ASIO**  
Dean, CAFS

**ALELI A. VILLOCINO**  
VP for Student Affairs and Service

APPROVED:

**EDGARDO E. TULIN**  
President

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.