



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

October 11, 2024

Dr. Elwin Jay Yu

Vice President for Admin and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Yu:

This is in relation to the delay in the processing of contract of **Mr. James Char B. Bibat**, Part Time Instructor of the Department of Economics hired last 1st Semester of SY 2024-2025. His recommendation and other supports documents was submitted to the HRMO last August 22, 2024. Assuming once submitted, I suppose that the HRMO will prepare the contract just like in the previous years. Last October 2, I personally follow up in HRMO because I also wonder why we did not receive yet his contract, however, I was informed by HRMO that the department will be the one to prepare it. Immediately, I prepare the contract and submitted it just last October 2, 2024. I personally admit my fault and regret it very much of not really aware of the new process. I promise I will take extra care and prevent it not to happen in the future. Again, I am very sorry for this and I shall bear any consequences behind this.

Thank you.

Very truly yours,

CARLITO O. SUGANOB
Admin. Aide VI

Noted:

ZYRA MAY H. CENTINO
Head, DOE



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