



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

February 20, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes:

The Department of Economics Personnel Committee would like to recommend the following faculty as On-the-Job (OJT) Co-Coordinator of the department effective February 2025 unless sooner revoked or terminated:

1. Babylyn C. Lambert
2. Jedan A. Caverio
3. Israel C. Embayarte

As OJT Co-Coordinator, they are expected to perform the following duties and responsibilities:

1. Assist to oversee all field practice activities including making sure that necessary documents prior to field practice are secured following (CHED) memorandum orders.
2. Conduct arrangement with institutions i.e. Memorandum of Agreement, permits, certifications and visit and monitor the students performance.
3. Conduct field visitation to monitor their performance where they are assigned.
4. Perform other functions related to on-the-job training activities.
- 5.

Sincerely,


ERNESTO F. BULAYOG
Member, DPC


ZYRA MAY H. CENTINO
Member, DPC


LEMUEL S. PRECIADOS
Head & Chairman, DPC



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FM-VSU-03
V4 01-23-2025
No. DOE-2025-IC-22