



June 27, 2022

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

Thru: **Dr. Beatriz S. Beloñas**
Vice President for Academic Affairs


Dear **Dr. Tulin**:

The Department Personnel Committee would like to recommend **Mr. Karl John A. Galvez** as **On-the-job (OJT) Coordinator** of the Department of Economics effective 1 July 2022.

As OJT Coordinator, Mr. Galvez is expected to perform the following duties and responsibilities:

1. Oversee all field practice activities to ensure that necessary documents before field practice are secured following CHED memorandum orders;
2. Conduct arrangements with institutions (i.e. Memorandum of Agreement, permits, certifications, etc. where the students are to be assigned);
3. Perform other functions related to on-the-job training activities.


Sincerely,


MA. SALOME B. BULAYOG
Member DPC

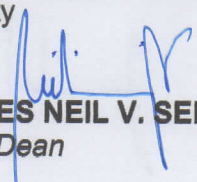

MOISES NEIL V. SERIÑO
Member DPC


MARIA HAZEL BELLEZAS
Head & Chairman DPC

Conforme:


KARL JOHN ACILO GALVEZ
Faculty

Noted:


MOISES NEIL V. SERIÑO
CME Dean

Recommending Approval:

BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:

EGARDO E. TULIN
VSU President