



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**ECONOMICS**

June 11, 2025

**Dr. Christina A. Gabrillo**

Director, Student Affair and Services Office  
University Student Service Office  
Visayas State University  
Visca Baybay City

Dear Ma'am

Warm greetings from the Department of Economics!

We respectfully request the issuance of Certificates of Insurance for the students of the Department of Economics who will be undergoing their On-the-Job Training (OJT) for the Summer Internship from **June/July to August 2025**.

Please see the attached file for the list of students, their assigned firms, and the estimated dates of deployment. These certificates will ensure that our students are covered and protected as they participate in their respective practicum assignments.

We would highly appreciate your assistance in processing this request at your earliest convenience. Should you require any additional documents or information, please do not hesitate to let us know.

Thank you very much for your continued support and cooperation.

Sincerely,

**MICHELLE AUBREY D. CABASE**

Dept. Internship Program Coordinator

Noted:

**LEMUEL S. PRECIADOS**

Head, DOE



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Page 1 of 2  
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