



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 658
Series of 2024

**TO: Dr. Allen Glennie P. Lambert
Mr. Jedan A. Cavero
Mr. Karl John A. Galvez
Mr. Israel C. Embayarte**

RE: Designation as On-the-Job Co-Coordinator of the Department of Economics

FROM: DR. PROSE IVY. G YEPES
University President

DATE: August 13, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Department of Economics Personnel Committee, you are hereby designated as **OJT Co-Coordinator of the Department of Economics** effective March 2024 or unless sooner revoked or terminated by higher authorities.

As OJT Co-Coordinator, you are expected to:

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 the On-the-Job training activities.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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