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**OFFICE OF THE
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MEMORANDUM NO. 852
Series of 2024

TO: Ms. Michelle Aubrey D. Cabase
Mr. Israel C. Embayarte
Mr. Jedan A. Cavero
Mr. Lemuel S. Preciados

RE: Designation as On-the-Job (OJT) Co-Coordinators of the
Department of Economics

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: October 10, 2024

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **OJT Co-Coordinators of the Department of Economics** effective April until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As OJT Co-Coordinators, 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 the students' performance where they are assigned.
4. Perform other functions related to on-the-job training activities.

Anent to this, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

For your usual support in this capacity.

OFFICE OF THE PRESIDENT

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