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26 September 2023

MEMORANDUM NO. 898
Series of 2023

T O: Prof. Lemuel S. Preciados
Ms. Michelle Aubrey D. Cabase
Mr. Jedan A. Caverio
Mr. Israel C. Embayarte

R E: Department Internship Program Co-Coordinator of the Department of Economics

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Department Internship Program Co-Coordinator of the Department of Economics effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Dept. Internship Program Co-Coordinator, you are to exercise the following functions:

1. Assist the OJT Coordinator in deploying and monitoring of the student trainees.
2. Monitor the performance of the student trainees for the entire duration of OJT Program, which includes site/firm visitation during the trainee's deployment period.
3. Responsible in grading the performance of the student trainee in coordination with the performance rating given by the OJT Coordinator and HTE's OJT Supervisor.

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

Please be guided accordingly.


EDGARDO E. TULIN
President *vic 9/26/23*

OFFICE OF THE PRESIDENT

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