



10 August 2022

EDGARDO E. TULIN, Ph.D.
President
Visayas State University

Thru: ALELI A. VILLOCINO, Ph.D.
Vice President for Student Affairs and Services

Dear **Dr. Tulin**,

Greetings.

The BS in Meteorology program has now students who are on their On-the-Job Training (OJT) or internship program effective midyear 2021-2022. The internship or OJT is part of the curriculum of the said degree program. The experiences of the students especially at DOST-PAGASA will equip more the BS in Meteorology student of VSU. DOST-PAGASA in Luzon and Visayas accepted our students as their trainees or interns.

The department OJT coordinator and their respective OJT advisers are closely monitoring these students. As part of their monitoring, there is a need that the students will be visited at the PAGASA station where they are assigned in order to discuss their progress, concerns, issues and even problems encountered while in their internship.

In this regard, I am requesting your good office for travel fund to defray the cost for the said activity.

Attached is the proposed budget to the visit.

Very truly yours,

CHARLIE S. ANDAN
Head, Department of Meteorology

Noted by:

JANNET C. BENCURE, Ph. D.
Dean, College of Engineering & Technology

Recommending Approval:

ALELI A. VILLOCINO, Ph.D.
Vice President for Student Affairs & Services

Approved:

EDGARDO E. TULIN, Ph.D.
University President

Proposed Budget for the internship/OJT field visit of the Department of Meteorology

Name of Faculty	Place to visit	Number of students to visit	Date when to visit	Estimated Cost
Charlie S. Andan	PAGASA Maasin Station	2	18 August 2022	2,500.00
Rotsen B. Labisores	PAGASA Tacloban Station	4	12 August 2022	2,500.00
Daniel C. Lor	PAGASA Mactan Station	3	19 August 2022	5,000.00