



May 30, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Through: **Dr. Daniel Leslie S. Tan**
Chairman, NAPB

Dear Dr. Tulin,

Greetings!

The undergraduate and graduate programs offered by our department namely Bachelor of Science in Economics with majors in Business Economics and Environmental and Development Economics, Bachelor of Science in Agriculture major in Agricultural Economics, Masters of Agricultural Development major in Agricultural Economics, and the MS Applied Economics will undergo a separate COPC accreditation sometime this June 2023 and forward. With the impending evaluation, it entails a lot preparation particularly in the gathering/compiling, scanning and uploading of the necessary support documents. The office have one clerk serving as dDRC and assisting the need of the faculty. Considering the volume of paper works in the department, there is a need to hire additional manpower for this purpose.

In this regard, we would like to request your approval to allow us to hire job order personnel starting June – October 2023.

Thank you very much and hope this merits your favorable approval. More power and God bless!

Very truly yours,


ZYRA MAY H. CENTINO
Head, DoEcon

Noted:

MOISES NEIL V. SERINO
Dean, CME

Recommending Approval:

DANIEL LESLIE S. TAN, JR.
Vice President for Admin. & Finance

Approved:

EDGARDO E. TULIN
President