

December 11, 2025

Dr. Rotacio S. Gravoso

Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

The Department of Economics respectfully requests the hiring of one (1) Job-Order Clerk effective January 1, 2026, to support the department's increasing administrative workload. The request for a JO Clerk is justified by the growing demands of our academic programs and the rising number of students. Ms. Maria Michelle C. Sequeña, who has long served the department on a job-order basis, has demonstrated competence, reliability, and a strong grasp of office operations. She regularly assists in COPC documentation, ISO recordkeeping, and audit preparations, and often takes over clerical duties when the regular clerk is on leave. Her continued engagement will help maintain office efficiency and timely service delivery.

Furthermore, the recent Internal Audit report under the Opportunities for Improvement (OFI) noted that the department caters to more than 200 students yet relies on a single full-time clerk for all frontline and administrative tasks. This poses risks of service delays and operational strain, especially with the upcoming retirement of our existing clerk. The audit recommends exploring interventions to avoid service disruptions and address long-term staffing needs. Aligned with ISO 9001:2015 Clause 7.1.2 – People, which stresses the provision of adequate personnel to support quality management and operational processes, hence the department creation shall request next year additional admin clear to sustain compliance, improve documentation management, and uninterrupted service to students and faculty.

In view of these considerations, we respectfully request your favorable approval for the hiring of the aforementioned position.

Please find below the responsibilities and justification.

No.	Name (Last, First, Middle Initial)	Position	Duties and Responsibilities	Justification	Source of Funds
1.	Maria Michelle C. Sequena	JO Clerk	1. Encode documents for COPC application necessary for Bachelor of Science major in Agricultural Economics, Master of Agricultural Dev. Economics and MS Applied Economics for COPC application 2. Compile all gathered documents systematically for easy accessible to faculty and staff	Ms. Sequena has served in the department for a considerable period on a job-order basis charged to the DOE Lab share. Based on our records, she has consistently demonstrated diligence in all assigned tasks and has developed substantial knowledge of the department's day-to-day operations. In fact, whenever our regular clerk is on leave, Ms. Sequena reliably takes over the responsibilities	STF (DOE Lab. Share)