

## OFFICE OF THE DIRECTOR OF THE CENTER FOR CONTINUING EDUCATION

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 0063 53 565 0600 local 1069 Email: cce.urc@vsu.edu.ph Website: www.vsu.edu.ph

November 24, 2021

DR. ANATOLIO N. POLINAR Head Department of Forest Science Visayas State University Visca, Baybay City

Dear Sir:

Good day.

I would like to refer to your office the following General Observations and Opportunities for Improvement (GOOFI) made from the 3<sup>rd</sup> Internal Quality Audit (IQA) for CCE on October 12, 2021, to quote:

CCE - OFI - 21-03: Ensure to process and submit IPCR on - time. The IPCR of the Auditee was still on process during the conduct of the audit

This observation was made by the Internal Auditor for CCE, Dr. Dennis P. Peque and stated in FM-QAC-22, No. CCE-COFI-21-01.

Please kindly advise us on the status of said IPCR. Thank you very much.

Warm regards,

Conglina Surda ANGELICA P. BALDOS

Director

