



05 December 2022

Dr, Daniel Leslie S. Tan  
Vice President for Administration and Finance  
VSU, Visca, Baybay City, Leyte

Thru: Engr, Mario Lilio P. Valenzona  
Director, Physical Plant Office

Dear Dr. Tan:

Good day!

In the 4<sup>th</sup> Internal Quality Audit conducted on September 19, 2022, the College of Arts and Sciences (CAS) incurred one (1) OFI which is to follow up (fast track) the completion of the project entitled "Construction and Refurbishing of the Old Library Annex Building". In view of this, may I know the projected start date and projected completion date of this project?

I hope this query will merit your preferential attention. Thank you very much.

Very truly yours,

  
MA. THERESA P. LORETO  
Dean, CAS