



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

September 16, 2025

Dr. Joel Rey C. Acob
Director, Quality Assurance
Visayas State University
Visca, Baybay City, Leyte

Thru: Ms. Suzana B. Minoza
University Document and Records Controller

Dear Sir:

The 7th Internal Quality Audit of the Department of Economics is scheduled in the afternoon of September 17, 2025 as part of our commitment to ISO 9001:2015 compliance, and to further strengthen accountability, transparency, and continual improvement in the University's processes.

In this regard, the Department respectfully requests approval to **reschedule the internal audit to September 23, 2025**. Our preparations have been affected by the recent hospitalization of our dDRC due to a mild stroke. On medical advice, the dDRC has been directed to take a light workload or rest, which has limited our readiness for the scheduled audit.

We sincerely ask for your favorable consideration of this request and assure you of our full compliance with the audit requirements on the proposed new date. Thank you very much for your understanding and support.

Very truly yours,

LEMUEL S. PRECIADOS
Head, DOE

Approved:

JOEL REY C. ACOB
Director, QAC



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