



December 7, 2021

**DR. NANCY D. ABUNDA**

Head

Office of the Instructional Materials Development

Visayas State University,  
Visca, Baybay City, Leyte  
6521

Dear **Dr. Abunda**:

Greetings!

We would like to inform you that one of the recent 3rd ISO Internal Audit findings is the late submission of course syllabi. In line with this, we would like to respectfully request your office for an Orientation/Awareness Seminar of the Outcome-Based Education (OBE) Syllabus before the scheduled start of classes for the incoming 2nd Semester, A. Y. 2021- 2022.

As a new department, we believe that the said event will be helpful to address the concerns of the faculty regarding the syllabus and let them know of its importance and role in higher education.

We are hoping for your favorable response regarding this matter.

Thank you very much.

Sincerely yours,

  
**REV RHIZZA L. AURE**

Head, DPhys

Noted:

**MA. THERESA P. LORETO**

Dean, CAS