



November 29, 2021

Dr. Daniel Leslie S. Tan
Vice President, Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

Greetings!

The office of the Director for Administration received the following findings on its 3rd ISO Internal audit held last October 8, 2021.


1. Office of the Director for Administrative Services (ODAS) is currently a 2-man unit that serve as coordinating office of six (6) offices (Procurement, Supply and Property, Records and Archives, Cash, General Services and Cebu Office). The OIC Director needs an additional regular staff that will Act as deputy document and records controller (dDRC) of the entire division and help the OIC Director coordinate the activities of the divisions. The current employee and dDRC of ODAS is a Job Order Worker. It is vital for dDRCs to be given a regular position to maintain the continuity and familiarity of the records management of the office which is vital in the implementation of the QMS to maintain our compliance to the standard of ISO 9001:2015.
2. ODAS as a new division separate from ODHRM needs its own budgetary allocation for office supplies, travel, etc. for its smooth operation and for the attainment of its mandate.

To comply with the above-mentioned findings, I would like to request the following:

1. Additional manpower - at least 1 regular staff for ODAS
2. To allocate separate budget for ODAS.

Your support and approval to these requests would be a great help to the office and entire University in general. Foremost, your approval and grant of the requested human resource and facilities will close all the NCs we received during the internal audit.

Very truly yours,


Atty. RYSAN C. GUINOCOR
OIC Director, ODAS