



May 2, 2022

MARIA TERESA A. CRUZ

Head, Internal Audit Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Cruz,

Greetings!

We would like to request your office to visit us at the Ecological Farm and Resource Management Institute (Eco-FARMI), Vermicomposting facility on May 5, 2022, at 8:30 a.m. The purpose of this request is for your personnel to observe our harvesting and packaging processes at the facility.

We are looking forward to a favorable response.

Thank you and God bless!

Sincerely yours,


REYNANTE G. MACAPANAS

Production In-Charge,
Vermiculture Project

Approved:

MARIA TERESA A. CRUZ

Head, Internal Audit Office