



March 8, 2023

Atty, Rysan C. Guinocor
OIC-Chief Legal Officer
VSU, Visca, Baybay City, Leyte

Dear Atty. Guinocor:

This is to acknowledge receipt of your letter dated February 23, 2023 re: Incident Report of the OUDRRM from January 16-31, 2023. Anent to this, I filed a Request for Information Record on January 17, 2023, for the CCTV footage of ARI Center lobby from 5:00 P.M. of January 13, 2023 to 8:00 A.M. of January 16, 2023 to check if ARIC was occupied without authorization on the said date and time. (Please see approved request). Indeed, an unauthorized individual was seen in the CCTV footage and I believe he exited ARI Center using the main door, thus, it was unlocked as reported by the guard on duty.

I have already called an emergency meeting to inform the ARIC personnel of the incident. I reminded everyone to be extra careful and double check if the doors and windows of their rooms are locked before going home. I have also reiterated to the utility workers to ensure that the doors of the hallways and lobby are securely locked. Safety bolts have been installed on the side doors as an added precaution.

Thank you. Best regards.

Very truly yours,

MA. THERESA P. LORETO
Director, Advanced Research and Innovation Center