



November 24, 2021

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City

Thru: **Dr. Dilberto O. Ferraren**

Vice – President for Planning, Resource Generation and Auxiliary Services

Visayas State University

Visca, Baybay City

Dear Sir:

Good day.

I would like to refer to your office the following General Observations and Opportunities for Improvement (GOOFI) made from the 3rd Internal Quality Audit (IQA) for URS on October 13, 2021, to quote:

URS – OFI – 21-01: There is an overlapping of functional structure of OHURS, CPDE, and CCE. There is a need to revisit the functions of each unit to maximize resources.

In my understanding, the functions of OHURS and CPDE are very distinct but some functions of these units do overlap with that of CCE as a whole. Would it be possible for us to consider making OHURS and CPDE as sections of CCE, not as offices? This way, we would not require different persons designated as heads nor assign the same dDRC to different offices. I think this would streamline office activities like separate filing and organizing of records and documents done by the same people.

URS – OFI – 21-03: Currently OHURS is currently sharing with the same building or door with other offices like CAC and CPDE, there is still lack of security of the documents in the administrative office of OHURS (though locked cabinets are available).

These observations were made by the Internal Auditor for URS, Dr. Suzette B. Lina and stated in FM-QAC-22, No. URS-COFI-21-01.

Thank you very much.

Warm regards,

ANGELICA P. BALDOS

Head

