



**VISAYAS**  
STATE UNIVERSITY

**ECO-FARM AND RESOURCE  
MANAGEMENT INSTITUTE**

March 25, 2024

**Dr. Dennis P. Peque**

Vice President for Research, Extension, and Innovation  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Peque!**

Greetings!

On September 26, 2024, the Eco-Farm and Resource Management Institute (Eco-FARMI) was audited by Engr. Marlon Burlas. Based on the audit findings, the institute was compliant with the ISO 9001 standard; however, there were general observations and opportunities for improvement listed by the auditor. From the six (6) GOOI findings, some of them require financial support to fund upon completion. These findings are as follows:

- |                    |  |
|--------------------|--|
| ECOFARMI-OFI-23-03 | May consider replacing non-inverter type aircon with inverter type aircon for energy efficiency and savings  |
| ECOFARMI-OFI-23-06 | May consider requesting a PPO office for a possible renovation of the Director's office since most of the partitions were dilapidated and infested with termites |

The institute's administrative office and a room occupied by research and extension assistants shared a single air conditioning unit. Unfortunately, this unit has been unserviceable for the past two years. Also, the director's office and conference room are equipped with old and insufficient non-inverter air conditioning units. Our proposed action plan involves requesting your esteemed office to allow us to utilize the institute's overhead funding source to purchase inverter air conditioning units. However, the overhead funding source has a limited budget for office supplies and materials, which have already been allocated. Therefore, we request assistance from your good office in providing funds to purchase these air conditioning units.

Furthermore, Engr. Burlas has also observed that some partitions in the director's office are dilapidated and infested with termites. He suggests that we request the PPO for a possible area renovation. However, the PPO will only provide labor for the requested job; the institute must provide the materials required for the renovation. Hence, we humbly request assistance from your office to provide funds to purchase materials needed for the renovation.

To comply with the GOOI results from the 5th IQA, we request your office's support for the planned actions submitted to the Quality Assurance Center. The General Observations and Opportunities for Improvement (GOOI) list is attached for your perusal. We anticipate a positive response to this request.



**ECO-FARM AND RESOURCE MANAGEMENT  
INSTITUTE**

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Thank you for your attention and consideration!

Very truly yours,



**JEROME O. ARRIBADO**

Director, Eco-FARMI

**DENNIS P. PEQUE**

VP for Research, Extension, and Innovation