



November 16, 2022

MS. HONEY SOFIA V. COLIS
Head, Human Resource Management
VSU, Baybay City, Leyte

Dear Ms. Colis:

My warmest greetings!

This is with regard to the lack of manpower in the office which was reflected in our Opportunities for Improvement (OFI) for 2 consecutive years including this year. This issue was also noted by COA thru their AOM No. 2021-012 (2020) dated April 29, 2021, addressed to the President. This year upon the implementation of the Revised Organization and Staffing Standard (ROSS) effective May 25, 2022, you have informed me that the number of staff allotted to the Internal Audit Office will be opened for hire.

I need to know the most probable status of the unfilled positions for the Internal Audit Office and your time table with regard to the hiring of new auditors. Please note that the unfilled positions allotted to our office per the National Budget Circular No. 589 s.2022 "REVISED ORGANIZATION AND STAFFING STANDARDS (OSS) FOR SUCs - PHASE I are as follows:

One (1)	Internal Auditor III
One (1)	Internal Auditor II
Two (2)	Internal Auditor I
One (1)	Administrative Aide VI (Clerk III)

Kindly send me your explicit reply soonest. Thank you and God bless.

Respectfully yours,


MARIA TERESA A. CRUZ
Head

Noted by:

ALLEN GLENNIE P. LAMBERT
Executive Secretary, OP

Received by:

PRINT NAME/SIGN/DATE