



May 6, 2022

DR. BEATRIZ S. BELONIAS

VP for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Belonias**:

Greetings of peace and solidarity!

This is to inform your good office of the reasons behind the late recommendation of the resource persons during the BCAED and BPED webinar series held on March 10 and March 17, 2022, via zoom and FB live. The recommendation for the appointment was prepared on March 07, 2022, but was not processed immediately due to the delay in processing documents relevant to the appointment preparation. The needed documents include the computation of the per hour rate of the resource speakers, return of the approved invitation, submission of the bank account numbers, submission of the resource speaker's e signature, and the preparation of the program. There were also revisions of the forms we used during the submission where we needed to print and submit the documents again using the new template.

More so, the ISO 9001:2015 second surveillance audit and the IHK anniversary celebration held in March 2022 also contributed to the delay. The disruption caused by the TS Agaton and the faculty and staff members availing of the calamity leave were also factors in the delay in forwarding the appointment to your kind office.

I sincerely apologize for the delay in processing the appointment, and this office will commit to continue improving its services to its clients and the university. I hope for your understanding on this matter.

Thank you very much and more power for better service.

Carpe Diem Amidst the Pandemic

Sincerely yours,

CHARIS B. LIMBO
Director, IHK

Noted:

BAYRON S. BARREDO
Dean, College of Education