



25 November 2021

Ms. MICHELLE A. BORLEO

CET dDRC and Chairman CET-DRCC

Visayas State University

Baybay City, Leyte

Dear **Ms. Borleo**:

Good day!

This is to acknowledge your letter received last November 23, 2021 on your request for a seminar-workshop in the preparation of Records Inventory and Appraisal (NAP Form 1) as part of the continual improvement of the operation in the College of Engineering and Technology (CET).

The Office of the Head of Records and Archives (OHRA) has initially notified you thru a phone call on that same day that our office is willing to share and impart to your college the method in the filling out of said form. But since due to a very hectic schedule these past days because of the numerous reports for ISO submission, we are informing you that OHRA will be scheduling the seminar-workshop before the end of this year or early next year. Rest assured that we can fulfill and answer all your queries during the activity.

Thank you very much.

Sincerely yours,

MARIA ROBERTA S. MIRAFLORE

Head, Records and Archives

Noted:

RYSAN C. GUINOCOR

OIC Director, Administrative Services