



28 February 2022

**Dr. DANIEL LESLIE S. TAN**

Vice President for Administration & Finance and  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Tan:

Greetings of peace!

It has been observed by our internal auditor that many of our steel filing cabinets in the record section that was used as storage for our 201 files were already dilapidated and if opened were unable to be closed properly.

In this regard, I humbly request for financial assistance charged to OVPAF Trust Fund for a replacement of the old dilapidated filing cabinets and the procurement of additional open steel cabinets procured last year. These are necessary for proper filing & safekeeping of personnel documents of all the faculty and staff in the university.

May this request merit your consideration and approval. Thank you for your usual support.

Sincerely,

  
**MARIA ROBERTA S. MIRAFLOR**  
Head, Records and Archives


Noted:

  
**RYSAN C. GUINOCOR**  
OIC Director, Administrative Services

Recommending Approval:

  
**DANIEL LESLIE S. TAN**  
Vice President for Administration & Finance &  
Chairman, NAPB

Approved:

  
**EDGARDO E. TULIN**  
President