



## JUSTIFICATION

March 9, 2022

To Whom It May Concern:

The Office of the Chief Librarian was not able to make a request for the additional funding for subscriptions for the following reasons:

- a. Subscribed printed journals were not utilized due to Face-to-Face restrictions brought by Covid-19 pandemic;
- b. Some journal subscriptions were delivered late due to travel restrictions brought by the Covid-19 pandemic;
- c. The Library prioritized the migration of budget for the printed journals to online subscriptions to support the online services amidst this pandemic and also in compliance with the recommendations from our quality assurance bodies (AACUP, ISO, CHED/RQAT, etc.)

In connection with the aforementioned reasons, the Library had to make sure first and foremost that the library materials are being utilized by our patrons and then proceed with asking for additional funds to enrich our library resources.

Signed:

**VICENTE A. GILOS**  
Chief Librarian



## JUSTIFICATION

March 9, 2022

To Whom It May Concern:

The Office of the Chief Librarian was not able to draft a budget proposal for the air-conditioning of the library for the following reasons:

- a. The setting-up of sliding windows in all louvers in the library must precede the installation of the air-conditioning system;
- b. Installation of the sliding windows for the second and third floors are still on-going;
- c. It requires additional time and budget to cover all louvers in the library;
- d. The transformer which is one of the requirements for the air-conditioning of the library was installed just recently;
- e. The air-conditioning of the library is to be drafted and included in the 2024 budget.

Upon the completion of the installation of window louvers, the Library will proceed with the air-conditioning project of the library.

Signed.

**VICENTE A. GILOS**  
Chief Librarian