



December 1, 2021

Dr. EDGARDO E. TULIN

President
Visayas State University
Baybay City, Leyte

Dear Dr. Tulin,

This is in view of the findings received during the 3rd ISO 9001:2015 Internal Audit which is related to the General Observations and Opportunities for Improvement List which is to consider to align/connect the OTP of the unit to the OTP of the higher office where the unit is connected.

It is for this reason that I would like to request for a conduct of orientation for the review of the OTP of the Office of the President to align it with the Office of the Chief Legal Officer's OTP.

Your approval and grant of the request will close the OFI we received during the Internal Audit.

Very truly yours,

Atty. RYSAN C. GUINOCOR

Chief Legal Officer