



June 21, 2022

Atty. Rysan C. Guinocor
Head, General Services Office
Visayas State University
Visca, Baybay City, Leyte

Thru: **Engr. Sean Villagonzalo**
Director, ICTMC

Dear Atty. Guinocor:

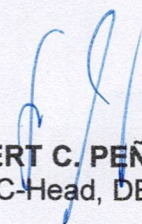
Good day!

Last week a solicitation for Professor Daclag's chemotherapy was routed here at the Department of Business Management. A certain amount of money was already collected, and the money placed inside the envelope attached with the solicitation letter was placed above the printer in the department's reception area last Thursday, June 16, 2022. However, at the time that the solicitation was to be collected, the said letter and envelope were no longer in the said location. The clerks in the office asked everyone around as to whether they were able to know about the said solicitation, but all replied that the solicitation was already returned. With that, a thorough check was done within the area, yet to no avail.

In view with the lost letter and solicited money amounting to Php 1,000 +, the department would like to request for a CCTV recording n the said day and date.

Can we request for a CCTV recording last June 16, 2022, Thursday?

Thank you.


BERT C. PEÑALOSA
OIC-Head, DBM