



VISAYAS
STATE UNIVERSITY

ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

November 7, 2023

Prof. Rosa Ophelia D. Velarde
Director for Research
Visayas State University
Baybay City, Leyte

Dear **Prof. Velarde**:

Greeting!

During the 5th ISO Internal Quality Audit, Eco-FARMI was audited by Engr. Marlon G. Burlas on September 26, 2023. One of the audit findings is to consider providing and requesting data filers, office tables, and chairs in the Director's Office (ECOFARMI-OFI-23-05). Unfortunately, the Institute has no available funds to comply with this finding. In addition, the Institute's funding from the overhead cost has been utilized to procure materials and supplies in the office.

In connection with this, we may request from your good office additional funds for the procurement of the required materials.

Please see the attached General Observations and Opportunities for Improvement (GOOI) list results for your perusal.

We are looking forward to your kind consideration and positive response on this matter.

Thank you very much!

Very truly yours,

JEROME O. ARRIBADO
Director, Eco-FARMI

Approved:

ROSA OPHELIA D. VELARDE
Director for Research