



February 17, 2022

**PAMELA P. ORAÑO**

University Document and Records Controller  
Visayas State University

Good day!

I am writing this letter to request a controlled copy of the following Procedure Manual:

- PM-GSD-01 rev 00 July 16, 2019 - Preventive Maintenance
- PM-GSD-02 rev 00 July 16, 2019 - Corrective Maintenance
- PM-GSD-03 rev 00 July 16, 2019 - Request to Use University Utilities and Equipment
- PM-GSD-04 rev 00 July 16, 2019 - Maintenance and Calibration of Equipment and Laboratory Instruments

This is in compliance with our Corrective Action Report regarding the loss and misplacement of our Procedure Manual. I would also like to request a new controlled copy of the following Guidelines:

- GL-GSD-01 rev 00 July 16, 2019 - Repair And Maintenance Of Buildings, Facilities, and Equipment
- GL-GSD-02 rev 00 July 16, 2019 - University Drivers and Operators
- GL-GSD-03 rev 00 July 16, 2019 - Request To Use University Equipment and Utilities
- GL-GSD-04 rev 00 July 16, 2019 - Maintenance and Calibration of Equipment and Laboratory Instrument

Since the controlled copy that I have in the office has been damaged.

Hoping for your kind consideration. Thank you.

Respectfully yours,

**ALFE MAE ANN E. MARINAY**  
ODPP dDRC/Clerk