



December 10, 2021

Dr. Edgardo E. Tulin

President

VSU, Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**

VP for Administration and Finance

Dear Dr. Tulin,

In respond to the General observation and opportunities for improvement made by the internal auditor last Sept. 27, 2021 during the Internal quality audit, we would like to request adequate budget for the maintenance and calibration of the Food Testing laboratory Equipment by the third Party. Last year's budget of P 50,000.00 was not spent since the chemist was not yet hired and generally the major equipment was not yet used. Fortunately, this month we can hire the Licensed chemist and hoping that next year the different equipment will be test run and preparation of documents needed for its full operation can be continued by the Chemist.

In this connection, I would like to request an adequate budget for calibration and maintenance of different Food testing laboratory equipment amounting to P 500,000.00. This is in compliance with the recommendations of the internal quality auditor for ISO and our commitment with DTI-8 who funds the different equipment to cater the MSMES's in the region in their Nutritional facts analyses needs.

Anticipating for favorable response on this request. Thank you and more power.

Sincerely,

LORINA A. GALVEZ

Head, DFST

Noted:

VICTOR B. ASIO

Dean, CAFS

Recommending Approval:

DANIEL LESLIE S. TAN

VP for Administration and Finance

Approved:

EDGARDO E. TULIN

President