



November 25, 2022

**Engr. Mario Lilio P. Valenzona**

Director, ODPP

Visayas State University

Visca, Baybay City, Leyte

Dear *Engr. Valenzona*,

Greetings from the Institute of Tropical Ecology and Environmental Management!

In accordance with the General Observations and Opportunities for Improvement from the previous ISO Internal Audit last September 30, 2022 we hereby present the following requests regarding the needed repairs of our institute's offices.

The Aquatic Ecosystems Division office and Marine Laboratory needs **major or general** repair (ITEEM-OFI-22-02 & ITEEM-OFI-22-03). The ceilings, walls, windows, and doors are dilapidated, worn out due to termites. Mono bloc chairs need to be replaced with new desk chairs & tables that will serve as lecture & laboratory for BS Marine Biology students. Some of the air conditioning units are also not functioning. In the ITEEM Main Office, we would also like to request for additional shelves, data filers, and steel filing cabinets for documents, record books, instructional materials, and quality assurance documents (ITEEM-OFI-22-06 & ITEEM-OFI-22-07). In accordance with our QMS core processes, it is of our best interest to be able to give the best service we can offer to all of our clients in congruence with the university's agenda. With your assistance, we can take action and address these OFIs.

We are hoping for your positive response. Thank you and God bless!

Very truly yours,

  
**ELIZA D. ESPINOSA**

Director, ITEEM

**Noted:**

  
**DENNIS P. PEQUE**

Dean, CFES

**Approved:**

**MARIO LILIO P. VALENZONA**

Director, ODPP