



24 November 2021

Dr. Edgardo E. TulinUniversity President
Visayas State University Main Campus
Baybay City, Leyte

Thru: Dr. Editha Cagasan

Director, VSU Quality Assurance Center

Dr. Aleli Villocino

OIC, Quality Management Representative

Sir/Madam:

We would like to request your good office for assistance through an **Orientation on** the **Use and Application of ISO Forms and Assigning Control Numbers** on documents. Over the past few months, we experienced submission of documents being reverted back to us for non-compliance on ISO Forms and failure to assign control numbers.

May we schedule it on Friday, December 3, 2021 if amenable on your end.

It is our fervent hope that this request merits your favorable approval.

Very truly yours,

JUDITH B. JOMADIAO

Chancellor

Conformee:

PAMELA P. ORANO

University DRC and Training Incharge

Recommending approval:

Approved:

EDITHA G. CAGASAN

QA Director

ALELI A. VILLOCINO

QMR

EDGARDO E. TULIN

President

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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