



24 November 2021

Dr. Edgardo E. Tulin
University 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

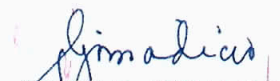
Sir/Madam:

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. JOMADIO
Chancellor

Conformee:


PAMELA P. ORANO
University DRC and Training Incharge

Recommending approval:

EDITHA G. CAGASAN
QA Director

ALELI A. VILLOCINO
QMR

Approved:

EDGARDO E. TULIN
President