



September 12, 2023

Dr. Beatriz S. Belonias
Vice President for Academic Affairs
Visayas State University
Baybay City, Leyte.

Thru: Nelsie F. Mondal
Admin. Assistant and dDDRC

Dear Maam,

The university will have its 5th ISO internal audit this coming September 13-29, 2023. The department schedule will be on September 25. Presently, we are in the process of preparing all the necessary documents. Unfortunately, we found that we do not have file copy of IFW for 2nd Semester, SY 2022-2023.

In this regard, we would like to ask xerox copy of the following faculty their Individual Faculty Workload for the period stated above. Rest assured that we will take extra precautions/measures for this not to happen again in the future.

1. Ernesto F. Bulayog
2. Zyra May H. Centino
3. Babylyn C. Lambert
4. Brenda M. Ramoneda
5. Ian Dave B. Custodio
6. Moises Neil V. Serino

Thank you very much and hoping for your favorable approval to this request.

Very truly yours,

CARLITO O. SUGANOB
DOE dDDRC

Noted:

ZYRA MAY H. CENTINO
Head, DoEcon

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs