



January 26, 2021

JUNE LILIA R. KIRONG
Audit Team Leader, COA

Dear Ms. Kirong,

Good day! I received the Notice of Suspension No. 21-012-FCO51GF-(2020) VSU and 21-011-FCO1RAF-(2020) VSU dated October 12, 2021 where my name appear as certified lawful/responsible person in these activities namely ; Presentation of Undergraduate thesis dated December 13,14 & 19,2018 amounting to P 7,440 with LDDAP ADA check No. 469491 dated January 28,2020 and ISO re-echo Seminar dated July 19, 2020 which is supposed to be July 19, 2019 amounting to P 790.00 with check No. of 101101-11-082-2020 dated November 16,2020.

I would like to request that my name as responsible person be removed and will be changed to Dr. Ivy C. Emnace being the head at this time. I already consulted Dr. Ivy C. Emnace on this matter and she is amenable for the said change. In addition, the date of activity of the ISO re-echo seminar also be corrected from July 19, 2020 to July 19,2019 and this can be seen in our attendance sheet which can be attached in our compliance.

Hoping for your kind consideration on this request. Thank you very much.

Sincerely,

LORINA A. GALVEZ
Head, DFST