



December 05, 2022

Ms. JESSAMINE C. ECLEO
Head, Procurement Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Ecleo:

Greetings!

In the 4th Internal Quality Audit conducted on October 3, 2022, one of the OFIs of the Advanced Research and Innovation Center is "ensure to implement action plans to address and close out the remaining open OFIs (3rd IQA)". In view of this, I would like to inquire about the status of the Center's purchase request (PR) for the Led Illuminated "Exit" Signs dated October 19, 2021.

I hope this query will merit your preferential attention. Thank you very much.

Very truly yours,

mtplneta

MA. THERESA P. LORETO
Director, Advanced Research and Innovation Center