



December 1, 2021

**Ms. JENNIFER E. ANDO**

OIC Head, RSPPRO  
Visayas State University  
Baybay City, Leyte

Dear Ma'am Ando,

This is in view of the findings received during the 3<sup>rd</sup> ISO 9001:2015 Internal Audit which is related to the General Observations and Opportunities for Improvement List which is to require the Office of the Chief Legal Officer to get a copy of the result of the conduct of training effectiveness for all trainings and seminars it initiated or served as resource person.

With this, I would therefore like to request to have a copy of the result of the conduct of training effectiveness initiated by the Legal Office to comply with the above-mentioned 3<sup>rd</sup> ISO 9001:2015 Internal Audit findings.

Your approval and grant of the request will close the OFI we received during the Internal Audit.

Very truly yours,

**Atty. RYSAN C. GUINOCOR**

Chief Legal Officer