



## Request for Documents

Date	Sept. 26, 2022	
Name of the Requesting Party	Maria Teresa A. Cruz	
Signature		
Department/Office/Unit	Internal Audit Service Office	
Reason for Request	To retain records of legal mandates and company policy.	
Items Needed	1.	All documents privileges of the University President.
	2.	
	3.	
	4.	
	5.	

Approved by:

**GUIRALDO C. FERNANDEZ, JR.**  
BOR & University Secretary

(For confidential documents)

**EDGARDO E. TULIN**  
University President

**J. PROSPERO E. DE VERA, III**  
CHED Chairperson & Chairman, VSU-BOR