



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
AGRONOMY

Engr. Marlon G. Burlas
Director, General Services


Dear **Engr. Burlas**,

I hope this message finds you well. I am writing to address a critical issue highlighted in the ISO Surveillance Audit report dated September 23, 2024. Our filing cabinet is unsecured and unlocked, jeopardizing the integrity of vital office records. The surveillance officer recommended that we install a glass cover and a lock for enhanced security, but unfortunately, our department lacks the necessary budget for these essential materials.

I kindly request that your office assist us with this critical security improvement. Ensuring safe access to our documents is crucial for maintaining operational continuity. Your support in this matter would greatly contribute to the safety of our records. In addition, this is also in preparation for the surveillance audit this middle weeks of February 2025.

Thank you for your attention to this urgent request.

Sincerely,


Luz G. Asio, PhD
Head, DA



DEPARTMENT OF AGRONOMY

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Page 1 of 1
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