



Dr. EDGARDO E. TULIN
University President
Visca, Baybay City, Leyte

Dear Sir:

I would like to request your good office to issue an appointment letter for Engr. Phloem D. Galupo to serve as ISO Focal Person for the Physical Plant Office. Enumerated below are her duties and responsibilities:

1. Assist the Director in the implementation of ISO related activities of the office;
2. Spearhead in the implementation and monitoring of the proposed system/systemic resolution to the major NCs of the management of the physical facilities;
3. Coordinate with the different units of PPO with regards to the implementation and monitoring of the proposed system/systemic resolution to the major NCs of the management of the physical facilities.

Hoping for your positive response to this request.

Very truly yours,

MARIO LILIO P. VALENZONA
Director, PPO

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Admin. & Finance

Approved:

EDGARDO E. TULIN
President



Dr. EDGARDO E. TULIN

University President

Visca, Baybay City, Leyte

Dear Sir:

I would like to request your good office to issue an appointment letter for Ms. Alfe Mae Ann E. Marinay as an overall dDRC of Physical Plant Office (PPO). May this appointment also covers the units under PPO who doesn't have designated dDRC such, Grounds and Landscape and Building and Housing maintenance.

Hoping for your positive response to this request.

Very truly yours,

MARIO LILIO P. VALENZONA

Director, PPO

Recommending Approval:

DANIEL LESLIE S. TAN

Vice President for Admin. & Finance

Approved:

EDGARDO E. TULIN

President