



December 01, 2021

**DR. EDGARDO E. TULIN**  
President  
Visayas State University

Dear **Dr. Tulin**:

In view of the success of the conduct of 3<sup>rd</sup> Internal Quality Audit, we requested the expertise of **Prof. Elvira E. Ongy** to conduct a briefing on remote audit and navigation of QMS portal to the Internal Auditors. This special training-workshop was held on September 24, 2021 at 8:00 – 12:00 noon (Friday).

In relation to this, we would like to request you provide honorarium to former Lead Auditor, **Prof. Elvira E. Ongy**, to serve as the resource persons for the training. We believe that with her experience in running the first and second internal quality audits of VSU, Prof. Ongy is the best person in position to enhance the capability Internal Quality Auditors to implement a Remote Internal Quality Audit for this year.

The computation of the honoraria will be based on DBM guidelines, as follows:

Name of Resource Person	Computed honorarium per hour	Total Amount of Honorarium
Prof. Elvira E. Ongy	P 453.53/hour x 4 hrs	P 1,814.36
<b>TOTAL</b>		<b>P 1,814.36</b>

We are hoping for your kind approval of this request. Thank you very much.

Very truly yours,

**ALELI A. VILLOCINO**  
Quality Management Representative

Noted:

  
**EDITHA G. CAGASAN**  
Director for Quality Assurance

Certified Funds Available

Recommending Approval

**LOUELLA C. AMPAC**  
Director for Finance

**DANIEL LESLIE TAN**  
VP for Admin. and Finance

Approved

**EDGARDO E. TULIN**  
VSU President