



November 24, 2021

DR. DILBERTO O. FERRAREN

Vice – President for Planning, Resource Generation and Auxiliary Services
Visayas State University
Visca, Baybay City

Thru: Ms. Honey Sofia V. Colis

Director
Office of the Director for Human Resource Management
Visayas State University
Visca, Baybay City

Dear Sir:

Good day.

I would like to refer to your office the following General Observations and Opportunities for Improvement (GOOFI) made from the 3rd Internal Quality Audit (IQA) for URS on October 13, 2021, to quote:

URS – OFI – 21-02: The unit has only one administrative staff who is doing the multi-functions of the unit and during peak seasons of work, manpower is needed.

Currently, the administrative staff for URS is also assigned as dDRC for CCE since CCE does not have any clerk/administrative staff.

These observations were made by the Internal Auditor for URS, Dr. Suzette B. Lina and stated in FM-QAC-22, No. URS-COFI-21-01.

I would like to request for an administrative staff for CCE so that the administrative for URS can focus on her duties and responsibilities.

Thank you very much.

Warm regards,

ANGELICA P. BALDOS
Head