



December 05, 2022

Engr. MARIO LILIO P. VALENZONA

Director, Physical Plant Office
Visayas State University
Visca, Baybay City, Leyte

Dear Engr. Valenzona:

Greetings!

In the 4th Internal Quality Audit conducted on October 3, 2022, one of the OFIs of the Advanced Research and Innovation Center is "consider to regularly clean the sprinkler room". In view of this, I would like to inquire about the status of the job request for door knob replacement of the sprinkler room and sealing of the water pipe hole, filed on October 5, 2022 and received by ODPP on October 7, 2022.

I hope this follow up request will merit your preferential attention. Thank you very much.

Very truly yours,

mtglncto

MA. THERESA P. LORETO

Director, Advanced Research and Innovation Center