



8 December 2017

MEMORANDUM NO. 399
Series of 2017

T O: Engr. Celso Gumaod - Chairperson
Prof. Argina M. Pomida - Member
Dr. Lilian B. Nuñez - Member

R E: Fact-Finding Committee

With Engr. Celso Gumaod as Chairperson and the rest as Members, please constitute yourselves into a Fact-Finding Committee on the stealing incident happened last December 3 & 4, 2017 at Room 6 Ponce Cottage VSU Apartelle. Attached are pertinent documents for your reference.

Kindly submit your report on or before December 31, 2017.

Please be guided accordingly.


EDGARDO E. TULIN

President

11366-12-0-17

VSU Apartelle
Visayas State University
Visca, Baybay City, Leyte

4 December 2017

DR. EDGARDO E. TULIN
President
Visayas State Unniversity


Dear Dr. Tulin,

This is to respectfully report to your office on the loss of cellphones and cash from our customers in the evening of December 3, 2017. Concerned customers reported that their valuables were left with their luggage in Room 6 of the Ponce Cottage while they went out for dinner. The customers were students from the VSU-Alangalang Campus who were attending a conference. The estimated time of loss was between 6:00 PM and 8:30 PM. There was no visible sign of forced entry.

In this connection, we sincerely apologize and request that an investigation be conducted on the incident. Moreover, we request for additional security in the Apartelle units.

Thank you very much and our most sincere apologies.

Very truly yours,


FRANCISCO G. GABUNADA JR.
Manager