



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

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## Office of the President

4 April 2014

MEMORANDUM NO. 99

Series of 2014

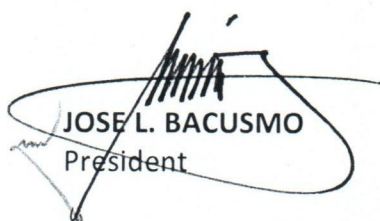
**T O: Dr. Lorina A. Galvez**  
**All DFST Faculty, Staff and Students**

**R E: Security of the DFST Building and Equipment**

The University Legal Officer conducted an investigation on the report of the Security Office that the Audio-visual room of DFST was left unlocked last December 30, 2013 thus exposing the department facilities and equipment to possible loss.

In this connection, Dr. Galvez is hereby directed to sternly warn all DFST faculty, staff and students to properly close the doors of the offices and classrooms before leaving and to impose and implement security measures within the building. Furthermore, please remind all concerned of the existing policy prohibiting the pasture of privately-owned animals within the university premises.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: Legal Office



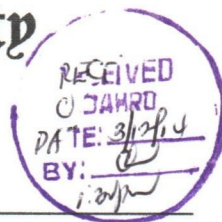
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Legal Office

February 3, 2014

**Dr. Lourdes B. Cano.**  
Director ODAHRD  
Visayas State University  
Baybay City, Leyte

## **INVESTIGATION REPORT RE: FOOD TECH AUDIO-VISUAL ROOM FOUND LEFT UNLOCKED**

Dear Madam;

Last December 30, 2013 at around 8:00 in the evening, Security Guard Rafael Mascariñas found the door of the Audio-Visual room of Food Tech Building closed but left unlocked. He observed that there were valuable things inside the room so he just closed back the door and locked it. Investigation was conducted by this office per request from Dr. Lourdes B. Cano last January 16, 2014 and the following facts were established;

On December 30, 2013 at around 7:30-8:00 am, Richard G. Caña, a jackfruit processor, went to the house of Carlito Suganob and borrowed the key of the Food Tech Building. It was Richard Caña who open the building's front door. Their purpose was to work for the project of Dr. Roberta Lauzon. Aside from Richard Caña, there were other persons who were working in the said project namely; Lannie Valdivezo, Angel Gucela, Mardi Cezar, Lucrecia Esco and Jun Rey Montajes.

Mr. Caña testified that he saw Mr. Suganob inside the building at around 9:00 in the morning weighing himself in the weighing scale. His testimony was supported by the admission of Mr. Suganob that he went to the Food tech building to get the key. Mr. Caña placed the key at the weighing scale were Mr. Suganob was weighing himself and told Mr. Suganob that the key was there. After weighing himself, Mr. Suganob went out of the building and Mr. Caña continued working on the jackfruit project.

Mr. Caña admitted that he was the last person who went out of the building at around 5:30 pm. He said that when he saw that the front door was not locked, he looked for Mr. Suganob since he thought that Mr. Suganob took the key of the building after weighing himself. Mr. Caña found Mr. Suganob near the building pasturing his cow. He asked Mr. Suganob for the key but denied having taken the key which led Mr. Caña to went back to the building and looked at the weighing scale and found the key there. He



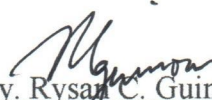
then proceeded to lock the front door and gave the key to Mr. Suganob who was still pasturing his cow.

Mr. Caña admitted also that he only locked the doors that he saw were open like the side door of the processing room and the front door. He did not bother to check the door of the Audio-Visual room whether it was locked. Mr. Suganob on the other hand admitted that during normal working hours, it is his duty to checked that all the doors and the building was locked properly except in cases where there were students conducting thesis or overtime work inside the building. On December 30, 2013, Mr. Suganob admitted that although he went back to the building before going home, he just merely stayed outside the building and observed that the front door was already locked and all the doors were closed thus he did not bother to checked whether the closed doors were also locked.

It could not be established who was the person responsible in opening the Audio-Visual room and the exact time that the door was left unlocked. What was evident was that Mr. Caña was the last person who was inside the building since it was him who locked the front door and Mr. Suganob was the last person who could have checked whether the building doors were properly locked. This office told and reminded the two of them that had there been an untoward incident that happened to the building because they left it unlocked then they will be held responsible for whatever damages that VSU will suffer.

#### **RECOMMENDATION:**

1. The Department Head should sternly warn all faculty and staff in the department regarding the proper safekeeping of their items, equipments and office supplies by properly closing the doors of the office and class rooms.
2. The Department Head should remind all faculty and staffs including students using the office or classrooms that whoever is the last person using the room should properly lock it. Failure of that person to properly lock the room will make him responsible to whatever things or equipments lost or stolen because it was not properly lock.
3. The person who sign the MR of the equipment lost is primarily liable to VSU to replace the lost items or equipments.
4. All faculty and staff are hereby reminded of the order by the President regarding the prohibition of pasturing privately owned animals (cows, carabaos, goats etc.) inside the VSU campus.

  
Atty. Rysa C. Guinocor  
Attorney IV

STATEMENT OF CARLITO O. SUGANOB TAKEN DURING THE PRELIMINARY INVESTIGATION ON JANUARY 16, 2014 AT 11:10 AM RE: REPORT OF THE SECURITY SERVICES OFFICE THAT THE FOOD TECH AUDIO-VISUAL ROOM WAS LEFT UNLOCKED

- Q Please state your name, age, residence and personal circumstances.  
A I am Carlito O. Suganob, 52 years old, married, resident of Brgy. Pangasugan, Baybay City, an Adm. Aide IV of the Dept. of Food Science and Technology.
- Q We are inviting you because of the report of the VSU Security Services Office that the FoodTech Audio-Visual Room was left unlocked in the evening of December 30, 2013, a holiday. What happened?  
A Actually, the workers assigned at the jackfruit processing, Mardix Cezar, Richard Caña, informed me they will work that day, Dec. 30, so I gave the key to Richard Caña. Then at about 9:00 am, I went to the department to get back the key because the side door can already be locked without using a key. Then I told them to lock the door before leaving especially they usually work until 6:00 pm. Maybe they forget to lock it. But usually I check the door before leaving because our Utilityworker is residing in Baybay and will left at 5:00 pm. It was only that time that I was not able to check.
- Q So that Audio-Visual room has side door.  
A Yes, but when we went inside, we passed thru the main door before opening the door of the Audio-Visual room. That time I locked at the main door because they can pass by the side door because the locked of the doorknob is inside.
- Q What time they borrowed key?  
A About 8:00 am. Then I got the key at about 9:00 am because they can already leave the room passing the side door of the Audio-Visual room.
- Q What time they left according to them?  
A At past 5:00 pm.
- Q Where did they take lunch?  
A They bring food and ate inside.
- Q What time you went back to check the door?  
A About 5:00 pm. I just stayed outside, and I presumed they already locked the Audio Visual room seeing that the door is already closed but I did not actually check the doorknob. That was my mistake.
- Q Are there no losses because of that incident?  
A Nothing was lost, the karaoke is still there.
- Q Are you willing to sign your statements?  
A Yes, sir.

  
CARLITO O. SUGANOB



STATEMENT OF MARIA MARDI CEZAR TAKEN DURING THE PRELIMINARY INVESTIGATION ON JANUARY 21, 2014 AT 9:00 AM RE: REPORT OF THE SECURITY SERVICES OFFICE THAT THE FOOD TECH AUDIO-VISUAL ROOM WAS LEFT UNLOCKED

Q Please state your name, age, residence and personal circumstances.

A I am Mardi Cesar, 45 years old, married, resident of Sitio Tab-ang, Kilim, Baybay City, a Job Order of the Dept. of Food Science and Technology.

Q We are inviting you because of the report of the VSU Security Services Office that the FoodTech Audio-Visual Room was left unlocked in the evening of December 30, 2013, a holiday. What happened?

A That day, December 30, 2013 together with Richard Caña, Jun Rey Montajes, Lannie Valdivazo, Lucrecia Esco, Angel Gucela, we worked at the jackfruit processing. It was Richard Caña who borrowed the key to the main door of the FoodTech Bldg. from Carlito Sukanob. Lannie Valdivazo left ahead followed by Jun Rey Montajes. We left at about 5:15 pm together Lucrecia Esco, Angel Gucela and the last to go home was Richard Caña.

Q Why was the door at the side of the Audio-Visual room opened that time when nobody used that door?

A I do not know, sir.

Q According to Carlito Sukanob, he followed to the department and got the key at about 9:00 am?

A I am not sure but I saw him already in the afternoon on our way home near the department pasturing his cow. Richard even called him.

Q When you went home that afternoon, where did you pass through?

A We passed through the main door of the department.

Q Did you not check the side door of the Audio-visual room if it was locked before you went home?

A No, sir.

Q Are there no losses inside the Audio-visual room because of that incident?

A None, sir.

Q Are you willing to sign your statements?

A Yes, sir.

  
MARIA MARDI CEZAR

STATEMENT OF RICHARD G. CAÑA TAKEN DURING THE PRELIMINARY INVESTIGATION ON JANUARY 23, 2014 AT 1:00 P.M. RE: REPORT OF THE SECURITY SERVICES OFFICE THAT THE FOODTECH AUDIO-VISUAL ROOM WAS LEFT UNLOCKED.

Q Please state your name, age, residence and personal circumstances.

A I am Richard G. Caña, 30 years old, married, residing at VSU campus, Baybay City.

Q We are inviting you because of the report of the VSU Security Services Office that the Food Tech Audio-Visual Room was left unlocked in the evening of December 30, 2013.

A On December 30, 2013 about 7:30-8:00 am, I borrowed the key of the main door of the FoodTech bldg. from Carlito Suganob because we will be working on the project of Dr. Roberta Lauzon. I arrived ahead at the department and passed thru the main door of the Food Tech bldg. then proceeded to the processing area to clean and sanitize the room.

Q Who were with you working that time?

A Lannie Valdivezo arrived about 9:00 am, then followed by Angel Gucela together with Mardi Cezar and Lucrecia Esco and Jun Rey Montajes. At about 12:00 noon, together with Lannie Valdivezo, we went home for lunch passing by the side door of the processing area. When we returned about 1:00 pm, we again passed thru the side door of the processing area.

Q What time did Carlito arrive in the department?

A I saw him at about 9:30 am in the Audio-visual room weighing himself using the scale found in the room. I told him that the key I borrowed is found in the weighing scale. I thought he got the key after that.

Q What time did you work in processing?

A From 8am-12noon, then from 1pm-5pm.

Q Who was last to leave the building in the afternoon?

A I was the one who last leave passing the main door. Before leaving, I noticed the main door was unlocked and a key is necessary to locked it so I looked for Carlito Suganob. I saw him pasturing his cow in front of the FoodTech building. I went to him and I asked for the key but he replied the key was not with him. So I went back to the processing area where I left the key. Then we all left at about 5:30 pm passing thru the main door. After that I turned over the key to Carlito Suganob who was still pasturing his cow.

Q Who is incharge of checking the doors of the department?

A It is Carlito Suganob who usually do the checking because our utility worker Dioscoro Managbanag usually go home ahead of us. Carlito Suganob even mentioned that he was mistake in telling Atty. Guinocor that he got the key and was the one who closed the door that time because I was the one who closed the door.

Q The last one who will leave the building is the one responsible for checking the doors, so supposedly you are the one responsible since you said you were the one who last leave the building.

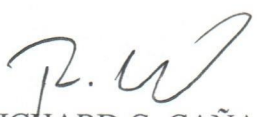
A Yes, sir, but I thought the side door of the Audio-Visual/lecture room is locked since we did not pass thru that door.

Q Are you a JO of the department?

A No, sir, only an emergency worker and incharge of the vacuum fried.

Q Are you willing to sign your statement?

A Yes, sir.

  
RICHARD G. CAÑA