



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
PURE & APPLIED CHEMISTRY

February 15, 2024

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University

Dear **Dr. Tan**:

The Department of Pure and Applied Chemistry was issued a Corrective Action Report No. CAR-24-23 on February 8, 2024, by the Quality Management Officer as requested by the Customer Feedback Officer since it failed to comply with the not less than 80% performance rating particularly on office access and facilities. After conducting the Root-Cause Analysis, several reasons were identified. These include the very limited to non-working cooling fan/air-conditioning unit in the office lobby among others. The installation of air-conditioning unit in the office lobby is one of the best solutions since it will provide comfort and give a refreshing feeling to perspiring walk-in customers especially during a sunny day given the considerable distance from the main gate and using the long stairs to reach DoPAC. At present, the procurement of an air-conditioning unit is a least priority at DoPAC due to its very limited budget. In this connection, may I please request a portion of the University's 2024 budget for the procurement of five (5) ceiling fans and five (5) stand fans with the following specifications:

- Ceiling fan: Orbit type, metal blade 16", 3-speed controller, unit price: 2,500.00
- Stand fan: Durable High-Performance, blade material: PP, Blade size: 16", 3-speed piano button switch, Thermal fuse protection, Oscillation, With height adjustment, unit price: 2,500.00

May this request merit your prompt action.

Thank you for your usual support to the Department of Pure and Applied Chemistry.

Respectfully yours,

ELIZABETH S. QUEVEDO
Head, DoPAC

Noted by:

MA. THERESA P. LORETO
Dean, CAS

Recommending Approval:

BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:

DANIEL LESLIE S. TAN
OIC-President, VSU