



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 (P140,000.00) for the procurement of one (1) floor mounted, split-type, inverter, air-conditioning unit with the following specifications:

Cooling capacity: at least 35, 000 BTU/hr  
Wall mounted  
EER rating above 5  
With remote control  
With 1 year warranty on parts and services  
With free installation

May this request merit your prompt action. Thank you.

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