



March 08, 2021

DR. EDGARDO E. TULIN
President
Visayas State University

Dear Dr. Tulin:

I am writing this letter to request your good office to please allow the Office of the Director for Quality Assurance (ODQA) to purchase **six (6) units of laptop and three (3) units of printer** charged to the available funds of the university.

At present the office has only four (4) sets of desktop computers and one (1) functional printer. These equipment are not enough for the volume of work that the office will be doing this year and the following years. For this year alone, ODQA will be facilitating the accreditation of 41 programs of the VSU system, the conduct of the third Internal Quality Audit of more than a hundred offices in the university, the conduct of online trainings/seminars/workshops in preparation for the various QA activities, the implementation and continual improvement of the VSU-QMS, and the conduct of other activities related to program and institutional quality assurance. These activities entail the preparation of voluminous documents, which require the availability of functional computers and printers.

The six (6) units of Laptop that we are requesting will be used by the following: (1) Director for Quality Assurance, (2) Lead Internal Quality Auditor, (3) Secretary/dDRC of the Lead Auditor, (4) Customer Feedback Officer, (5) Customer Feedback Analyst, and (6) the Administrative Officer assigned to the office.

We are hoping for your kind approval of this request. Thank you very much.

Very truly yours,


EDITHA G. CAGASAN
Director for Quality Assurance

Approved:


EDGARDO E. TULIN
President