**March 18, 2025**

**TO: ATTY. AMIHAN APRIL C. MELLA-ALCAZAR, Ph.D.**

Acting University President

**THRU: ATTY. DAR A. DIGA**

Chief Operating Officer

**Subject: Request for Approval and Support – PQA Application Development Course**

Dear Atty. Alcazar,

The **Philippine Quality Award (PQA) Application Development Course** is scheduled to take place from **March 26–28, 2025, from 9:00 AM to 5:00 PM**. This intensive training program is designed to equip participants with the knowledge and skills necessary to craft a strong PQA application, guided by expert facilitators and real-world case studies. By joining this course, our institution will gain valuable insights into enhancing organizational performance and striving for excellence in quality recognition.

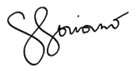
The **PQA Application Development Course** offers in-depth guidance from expert facilitators, utilizing real-world case studies to enhance participants' knowledge and skills. It aims to equip organizations with the necessary tools to improve institutional performance, achieve continuous quality improvement, and prepare for national recognition in organizational excellence. Given the increasing emphasis on quality assurance and accreditation in higher education, this program presents a valuable opportunity for our faculty and administrative personnel to strengthen our university’s commitment to excellence.

The **investment fee for the program** is as follows:

* **PSQ Members:** PHP 9,000 per participant
* **Non-Members:** PHP 12,000 per participant

Participation in this program will not only help us understand and apply best practices in quality management but also position our university as a leader in institutional excellence. In this regard, I kindly seek your approval and institutional support for our faculty and staff to participate in this training. Your endorsement would greatly contribute to our ongoing efforts to enhance the quality of education and administrative operations within our university.

I would appreciate any guidance on how we may proceed with facilitating our participation. Thank you for your time and consideration. I look forward to your positive response.

Sincerely yours,

**SONNY SORIANO, PhD**

Director, External Affairs and Linkages

Recommending Approval:

**ATTY. MICHAEL HENRY C. SEVILLEJA DR. JOSEPHINE LAMBINICIO**

Vice President, Administrative Affairs Vice President, Academic Affairs

