

OFFICE OF THE HEAD FOR INTERNAL AUDIT

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April 8, 2022

DR. SANTIAGO T. PEÑA, JR. Dean, College of Veterinary Medicine (CVM) VSU, Baybay City, Leyte

Dear Dr. Peña Jr:

Please be informed that our office is making direct verification of customer balances from our Internally Generated Fund (IGF) and Business Related Fund (BRF) projects. Our <u>VSU Pavilion</u> confirmed that these transactions remained unpaid as of <u>March 31, 2022</u>.

PLEASE EXAMINE CAREFULLY YOUR ACCOUNTABILITIES BELOW AND EITHER YOU CONFIRM THEIR ACCURACY OR REPORT ANY DIFFERENCES DIRECTLY TO OUR OFFICE USING THE ATTACHED CONFIRMATION FORM.

Bill No.	Name/Dept/Office	Balance
2019-11-1172	Col. Of VetMed	6,700.00
2020-12-885	Col. Of VetMed	1,200.00
2021-01-0060	Col. Of VetMed	1,200.00
2021-03-135	Col. Of VetMed	3,300.00
2021-03-183	Col. Of VetMed	3,580.00
2021-03-264	Col. Of VetMed	2,500.00
2021-04-339	Col. Of VetMed	1,680.00
2021-04-401	Col. Of VetMed	9,050.00
2021-04-427	Col. Of VetMed	4,200.00
2021-11-626	Col. Of VetMed	6,000.00
2021-12-628	Col. Of VetMed	8,950.00
July 27, 2001	DASVM/Dog Show	625.00
2003-4-775	DSVM	1,000.00
	TOTAL BILLS	49,985.00

Anent to this, we respectfully request your preferential action in confirming the correctness of the unpaid balance/record within 5 working days from receipt of this notice. Failure to return the confirmation form attests to the correctness of your accountability.

HOWEVER, shall there be any account/s not referring to your office, please inform us so we can make verification and necessary adjustments.

PLEASE DO NOT ATTACH PAYMENTS TO YOUR REPLY.

Respectfully,

MARIA TERESA A. CRUZ

Head, IASO

Received by:

PRINT NAME/SIGN/DATE



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.