



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 **VSU Pavilion** confirmed that these transactions remained unpaid as of **March 31, 2022**.

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
	<b>TOTAL BILLS</b>	<b>49,985.00</b>

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:

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PRINT NAME/SIGN/DATE