



November 16, 2022

DR. EDGARDO E. TULIN
Chairman, Project Committee on Special Projects
VSU, Baybay City, Leyte

Dear Dr. Tulin:

I respectfully seek your approval on the involvement/participation I have with special projects as enumerated herein.

1. Prepared communications to Project Managers regarding deficiencies in submitted financial reports of Special Projects;
2. Attended consultation meetings with project managers;
3. Mediated with the collections on the usage of VSU facilities and the catering services payable by the different special projects;
4. Sent communications to project leaders as the need arises; and
5. Performed other tasks as requested by project leaders.

I would like to seek for your approval on the relevance of the above.

Thank you and God bless.

Very truly yours,

MARIA TERESA A. CRUZ
Internal Auditor IV

Noted by:

ALLEN GLENNIE P. LAMBERT
Supervisor/Executive Secretary

Approved/Disapproved:

EDGARDO E. TULIN
Chairman, Project Committee on Special Projects