



August 11, 2022

DR. ULDERICO B. ALVIOLA
Head, University Integrated Information Center
VSU, Baybay City, Leyte

Dear Dr. Alviola:

My warmest greetings!

This is with reference to my follow-up letter to you dated May 24, 2022, on the University Integrated Information Center's pending accountabilities with VSU Pavilion from 2018 to 2021.

Kindly send back to us the confirmation form attached to my letter dated April 29, 2022. The confirmation form is our supporting document and needs to be returned with notes as deemed necessary, signature, and date on or before August 31, 2022.

In case of non-compliance, the issuance of a corrective action request will be requested from the quality management representative.

Yours truly,

MARIA TERESA A. CRUZ
Head