



December 10, 2021

Dr. Julius Abela

Head

UDRRMO

VSU, Visca, Baybay City, Leyte

Dear Sir:

Good day. We would like to ask your help to remind the following of your staff namely: **Mr. Castañas, Mr. Escasinas, Mr. Elorcha, Mr. Yokingko and Mr. Belmonte** to pay and settle as soon as possible their outstanding balances of the milled rice they bought at the Department of Agronomy previous months ago.

This request is in connection to the closing of the books and accounts for this production and fiscal year. The said business enterprise is part of the Income Generating Project of the Department and the University as a whole.

Thank you for your continued support.

Very truly yours,


ED ALLAN L. ALCOBER

Project Manager, Rice SeedNet

Noted by:


ULYSSES A. CAGASAN

Head, Department of Agronomy