



September 8, 2022

AOC 22-03

MR. JED ASAPH D. CORTES  
Project Manager, Printing Press  
VSU, Baybay City, Leyte

Dear Mr. Cortes:

Warmest greetings from OHIA!

This is to inform you that the printing and bindery activities related to Instructional Materials that the printing press project handled during the 1<sup>st</sup> semester and 2<sup>nd</sup> semester of SY 2020-2021 were in-house transactions as per the attached approved letter of Mrs. Louella Ampac to the President dated June 3, 2022. (see attachment). Hence, these activities should not be charged or billed.

The result of our financial audit in your June 2022 Financial report revealed that the Summary of Sales, Collections and Remittances has not been adjusted to reflect the correct balance of your collectibles.

I expect the adjustments in the next report. The offices that paid these related billings should be acted upon immediately.

Should you have questions regarding this communication, please feel free to contact us at local 1045 on weekdays from 8:00 am to 5:00 pm excluding holidays.

For your immediate action.

Thank you very much and stay safe.

Yours truly,

MARIA TERESA A. CRUZ  
Head