



March 31, 2021

MRS. HONEY V. COLIS
OIC-Director, ODRHM
VSU, VISCA, Baybay City, Leyte

Dear Mrs. Colis:

Good Day!

Kindly deduct from April 2022 payroll the globe excess charges of the following personnel as listed below:

GLOBE EXCESS January to March 2020 and OVERDUE accounts

	Payroll	April 2022
1	Flores, Alicia	500.00
2	Pacada, Nevin	500.00
3	Valenzona, Mario Lilio	500.00
	TOTAL	1,500.00

Rest assured that we have their authorization on file or thru verbal communication to make payroll deductions. Thank for your assistance. In case of queries, please feel free to contact our office. Our office is available from 8:00 to 5:00 pm, Mondays thru Fridays except holidays

Thank you.

Very truly yours,


ARLIN B. FLANDEZ
Administrative Aide VI

Noted:


MARIA TERESA A. CRUZ
Head, Internal Audit