



May 20, 2022

MRS. LETTY JEAN C. LOR
Gender Resource Center
VSU, Baybay City, Leyte

Dear Mrs. Lor:

My warmest greetings!

This is with reference to my letter to you dated April 28, 2022, on your pending accountabilities with VSU Pavilion in 2021.

Kindly send us back the confirmation form attached to my letter. The confirmation form is our supporting document and needs to be returned with notes if needed, signature, and date on or before May 24, 2022.

I look forward to your preferential attention on this matter.

Yours truly,

MARIA TERESA A. CRUZ
Head, IASO

Received by:

PRINT NAME/SIGN/DATE