

OFFICE OF THE HEAD FOR INTERNAL AUDIT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: (053) 565 0600 Loc. 1045 Email: internal.audit@vsu.edu.ph Website: www.vsu.edu.ph

April 28, 2022

DR. ELIZA D. ESPINOSA
Director, Institute of Tropical Ecology & Environmental Management (ITEEM)
VSU, Baybay City, Leyte

Dear Dr. Espinosa:

Please be informed that our office is making direct verification of customer balances from our Internally Generated Fund (IGF) and Business Related Fund (BRF) projects. Our <u>VSU Pavilion</u> confirmed that these transactions remained unpaid as of <u>March 31, 2022</u>.

PLEASE EXAMINE CAREFULLY YOUR ACCOUNTABILITIES BELOW AND EITHER YOU CONFIRM THEIR ACCURACY OR REPORT ANY DIFFERENCES DIRECTLY TO OUR OFFICE USING THE ATTACHED CONFIRMATION FORM.

Bill No.	Name/Dept/Office	Balance
2018-05-387	ITEEM	2,470.00
2021-03-154	ITEEM	4,050.00
2021-03-194	ITEEM	740.00
	TOTAL BILLS	7,260.00

Anent to this, we respectfully request your preferential action in confirming the correctness of the unpaid balance/record within 5 working days from receipt of this notice. Failure to return the confirmation form attests to the correctness of your accountability.

HOWEVER, shall there be any account/s not referring to your office, please inform us so we can make verification and necessary adjustments.

PLEASE DO NOT ATTACH PAYMENTS TO YOUR REPLY.

Respectfully,

MARIA TERESA A. CRUZ

Head, IASO

Received by:

PRINT NAME/SIGN/DATE



Vision: Mission:

3

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.