



April 29, 2022

DR. ALELI A. VILLOCINO
Vice President for Student Affairs and Services (OVPSAS)
VSU, Baybay City, Leyte

Dear Dr. Villocino:

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 **VSU Pavilion** confirmed that these transactions remained unpaid as of **March 31, 2022**.

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
2020-08-539	OVPSAS	14,975.00
2020-11-875	OVPSAS	1,400.00
2020-12-918	OVPSAS	20,400.00
2020-12-971	OVPSAS	5,580.00
2021-01-0006	OVPSAS	24,000.00
2021-01-0036	OVPSAS	900.00
2021-01-0049	OVPSAS	900.00
2021-01-0050	OVPSAS	900.00
2021-01-0076	OVPSAS	240.00
2021-02-0120	OVPSAS	2,730.00
2021-03-133	OVPSAS	900.00
2021-03-134	OVPSAS	1,500.00
2021-03-166	OVPSAS	3,000.00
2021-03-273	OVPSAS	2,220.00
2021-04-320	OVPSAS	5,340.00
2021-04-407	OVPSAS	6,500.00
2022-01-003	OVPSAS	10,000.00
2022-02-022	OVPSAS	2,700.00
2022-03-048	OVPSAS	2,700.00
	TOTAL BILLS	106,885.00

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.