



May 20, 2022

DR. ELIZA D. ESPINOSA

Director, Institute of Tropical Ecology & Environmental Management (ITEEM)

VSU, Baybay City, Leyte

Dear Dr. Espinosa:

My warmest greetings!

This is with reference to my letter to you dated April 28, 2022, on the Institute of Tropical Ecology & Environmental Management's (ITEEM) pending accountabilities with VSU Pavilion in 2018 and 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