



August 9, 2022

PROF. MANUEL D. GACUTAN JR.  
Head, Department of Animal Science  
VSU, Baybay City, Leyte

Dear Prof. Gacutan:

My warmest greetings!

This is with reference to my follow-up letter to you dated May 16, 2022, on the Department of Animal Science's pending accountabilities with the VSU Pavilion in 2019 and 2021.

Kindly send back to us the confirmation form attached to my letter dated April 10, 2022. The confirmation form is our supporting document and needs to be returned with notes as deemed necessary, signature, and date on or before August 31, 2022.

In case of non-compliance, the issuance of a corrective action request will be requested from the quality management representative.

Yours truly,

MARIA TERESA A. CRUZ  
Head