



May 25, 2022

PROF. MA. AURORA TERESITA W. TABADA  
Head, Gender Resource Center  
VSU, Baybay City, Leyte

Dear Prof. Tabada:

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 APARTELLE** confirmed that these transactions remained unpaid as of **April 30, 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  |
|--------------|-----------------------------|----------|
| 2022-01-004A | Infirmary GAD/Jinky Mendoza | 3,000.00 |

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:

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PRINT NAME/SIGN/DATE