



May 19, 2022

DR. ELWIN JAY V. YU  
Head, Office of the Chief of University Services for Health Emergency & Rescue(USHER)  
VSU, Baybay City, Leyte.

Dear Dr. Yu:

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.

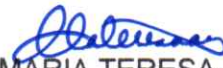
| Bill No.     | Name /Dept/Office | Balance   |
|--------------|-------------------|-----------|
| 2021-07-008A | DOH-USHER         | 4,500.00  |
| 2022-03-008A | USHER             | 12,000.00 |
|              | TOTAL BILLS       | 16,500.00 |

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