



May 20, 2022

DR. JULIUS V. ABELA  
Head, Office of the University Disaster & Risk Reduction Management  
VSU, Baybay City, Leyte

Dear Dr. Abela:

My warmest greetings!

This is with reference to my letter to you dated April 29, 2022, on the Office of the University Disaster & Risk Reduction Management's pending accountabilities with VSU Pavilion in November 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 27, 2022.

I look forward to your preferential attention on this matter.

Yours truly,

MARIA TERESA A. CRUZ  
Head, IASO

Received by:

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PRINT NAME/SIGN/DATE