



April 28, 2022

MRS. HONEY SOFIA V. COLIS
OIC, Office of the Director for Human Resource Management
VSU, Baybay City, Leyte

Dear Mrs. Colis:

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 Pavilion** confirmed that these transactions remained unpaid as of **March 31, 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
2020-09-676	ODA-HRD	70,000.00
2021-02-0080	ODA-HRD	12,480.00
2021-04-433	ODA-HRD	2,170.00
2021-11-625	ODA-HRM	4,250.00
2022-03-050	ODA-HRM	3,700.00
2021-11-624	ODAS	1,750.00
2022-01-012	ODAS	1,750.00
2021-05-513	ODHRM	5,200.00
	TOTAL BILLS	101,300.00

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