



August 9, 2022

DR. LYNETTE CIMA FRANCA  
Head, Department of Food Science and Technology  
VSU, Baybay City, Leyte

Dear Dr. Cimafranca:

My warmest greetings!

This is with reference to my follow-up letter to you dated May 16, 2022, on the Department of Food Science and Technology's pending accountabilities with VSU Pavilion in 2018.

Kindly send back to us the confirmation form attached to my letter dated April 21, 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