



June 21, 2022

MRS. JOSEFINA M. LARROSA  
Project Manager, Pavilion  
VSU, Baybay City, Leyte

Dear Dr. Tulin:

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 Spring Water** confirmed that these transactions remained unpaid as of **May 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
2019-007-003	Pavilion	2,250.00
2020-004-003	Pavilion	7,140.00
2022-001-004	Pavilion	1,225.00
	TOTAL BILLS	10,615.00

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