



April 8, 2022

DR. MOISES NEIL V. SERIÑO  
Dean, College of Management and Economics (CME)  
VSU, Baybay City, Leyte

Dear Dr. Seriño:

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
2020-01-0069	CME	2,000.00
2022-03-040	CME	1,800.00
2022-03-041	CME	14,000.00
2022-03-058	CME	800.00
2019-10-964	CME / ACIAR SRA Project	5,750.00
2017-03-200C	CME/DBM	2,500.00
2017-03-200B	CME/DCHM	2,500.00
2017-03-200D	CME/Dept. of Econ.	2,500.00
2021-07-563	CME/VISERDAC	2,200.00
2021-07-567	CME/VISERDAC	6,300.00
2021-05-465	CME-VISERDAC	2,280.00
2021-08-595	CME-VISERDAC	8,580.00
	<b>TOTAL BILLS</b>	<b>51,210.00</b>

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