



May 20, 2022

DR. MARIA JULIET C. CENIZA  
Vice President for Research, Extension and Innovation (OVPREI)  
VSU, Baybay City, Leyte

Dear Dr. Ceniza:

My warmest greetings!

This is with reference to my letter to you dated April 25, 2022, on your pending accountabilities with VSU Pavilion in January and February of 2022.

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, signature, and date on or before May 24, 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