

## OFFICE OF THE HEAD FOR INTERNAL AUDIT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: (053) 565 0600 Loc. 1045 Email: internal.audit@vsu.edu.ph Website: www.vsu.edu.ph

May 24, 2022

DR. ELVIRA OCLARIT Head, Department of Pest Management VSU, Baybay City, Leyte.

Dear Dr. Oclarit:

My warmest greetings!

This is with reference to my letter to you dated May 5, 2022, on the Department of Pest Management pending accountabilities with VSU Printing Press in 2020.

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 if heeded, signature, and date on or before May 30, 2022.

I look forward to your preferential attention on this matter.

Yours truly,

MARIA TERESA A. CRUZ

Head, IASO

Received by:

PRINT NAME/SIGN/DATE

