



April 8, 2022

PROF. JUDE NONIE A. SALES  
Head, Culture and Arts Center  
VSU, Baybay City, Leyte

Dear Prof. Sales:

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          |
|--------------|--------------------|------------------|
| July 5, 2001 | CAC                | 8,820.00         |
| 2003-11-925  | CAC                | 11,475.00        |
| 2021-03-268  | CAC                | 2,700.00         |
| 2021-03-269  | CAC                | 1,300.00         |
| 2021-04-316  | CAC                | 4,520.00         |
| 2021-04-356  | CAC                | 4,665.00         |
| 2021-04-388  | CAC                | 7,820.00         |
| 2021-04-416  | CAC                | 11,800.00        |
|              | <b>TOTAL BILLS</b> | <b>53,100.00</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:

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PRINT NAME/SIGN/DATE