



October 25, 2022

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

Dear Mrs. Larrosa:

Warmest greetings from OHIA!

Our attention was called to the incurrence of losses on your project.

In this light, my office will conduct an audit of your operations. The scope of our audit will be from October 1, 2021, until September 30, 2022.

Our audit period will commence on October 26 until November 30, 2022

Please make available your historical records for this period. These documents include your Daily Sales at the Pavilion, Reservations for Catering, walk-in short orders, Purchases and Reimbursement vouchers, all unpaid accounts (Accounts payables), monthly inventory and requisition slip, and all other documents that seem necessary in the course of the audit.

Your action on these matters is highly time-based.

Thank you and God bless.

Yours sincerely,

MARIA TERESA A. CRUZ  
Head