



January 12, 2023

**NICK FREDDY R. BELLO**

OIC-Head, Office of the Head of Accounting

Visayas State University

Baybay City, Leyte

Thru: **ELIZABETH D. PASA**

JO, In-charge

Office of the Head of Accounting

Dear **Sir/Madam**:

We respectfully submit herewith the following "Income Payee's Sworn Declaration of Gross Receipts/Sales" for the current year of 2023 Job Order worker of our OFFICE OF THE HEAD FOR INTERNAL AUDIT.

No.	TAX IDENTIFICATION NUMBER	NAME (LN, FN, MN)	REMARKS
			(Indicate file attached if 1901/1902/1904/1905/COR)
1	198-415-328-000	LEONARDO S. TORAJA JR.	1 original copy b-2 4 copies Accounting 1 copy own file 1 COPY COR

Please acknowledge receipt hereof.

Very truly yours,

**MARIA TEREASA A. CRUZ**

Head Internal Audit