

## 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 25, 2022

MRS. CHONA A BRIT Head, Office of the Student Welfare Services VSU, Baybay City, Leyte

Dear Mrs. Brit:

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 <u>VSU APARTELLE and COLIS</u> confirmed that these transactions remained unpaid as of <u>April 30</u>, 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
2014-09-041C	DOST c/o Chona Brit	5,000.00
2018-06-016C	DOST c/o Chona Brit	6,800.00
2018-06-028A	DOST c/o Chona Brit	12,000.00
	TOTAL BILLS	23,800.00

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:

PRINT NAME/SIGN/DATE



Vision: Mission:

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.