



August 11, 2022

DR. DANIEL LESLIE S. TAN  
Vice President for Administration and Finance (OVPAF)  
VSU, Baybay City, Leyte

Dear Dr. Tan:

My warmest greetings!

This is with reference to my follow up letter to you dated May 20, 2022, on the HRIS pending accountabilities with VSU Pavilion in 2021.

Kindly send back to us the confirmation form attached to my letter dated April 28, 2022. The confirmation form is our supporting document and needs to be returned with notes as deemed necessary, signature, and date on or before August 31, 2022.

In case of non-compliance, the issuance of a corrective action request will be requested from the quality management representative.

Yours truly,

MARIA TERESA A. CRUZ  
Head