



August 10, 2022

MS. MAY ANN PALEN
Head, Department of Statistics
VSU, Baybay City, Leyte

Dear Ms. Palen:

My warmest greetings!

This is with reference to my letter to you dated April 21, 2022, on the Department of Statistics' pending accountabilities with VSU Pavilion in 2019.

Kindly send back to us the confirmation form attached to my letter. 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