



September 6, 2022

DR. ALELI A. VILLOCINO
Quality Management Representative
VSU, Baybay City, Leyte

Dear Dr. Villocino:

Warmest greetings from OHIA!

In April 2022, our office sent confirmation letters to offices/units and departments even to faculty and staff with existing accountabilities to the different auxiliary services of the university. The communication letter consists of the letter and a confirmation form that needs to be returned to our office after 5 working days after receipt. Due to the volume of the accounts receivables, these were drafted and released on different dates.

A follow-up communication letter was made on May 16 to the different offices that have not returned the confirmation form, extending the return until May 20, 2022.

A second follow-up was made starting August 8, 2022 to return the confirmation form no longer beyond August 31, 2022.

Here is the status of the communication letters with the unreturned confirmation form. The table shows the period of the initial letter (A), 1st Follow-up (B) and 2nd Follow-up (C).

DATES	A. INITIAL LETTER	B. 1 st FOLLOW UP	C. 2 nd FOLLOW UP
Apr 8 - Apr 29 PAVI	xxx		
Apr 29 – May 6 PP	xxx		
May 19 – 25 Core Cottages & Hostel	xxx		
May 16-24 PAVI		xxx	
June 21	xxx		
Aug 8 - 11			xxx

Hence, the following offices have not returned our confirmation form as of September 7, 2022. These offices are categorized as A, B or C. See reference on the above table.

GROUP C

Pavilion

CVM
DDC
DAEEx
DoPAC

DepSTAT
AAVillocino
HRMIS
IHK

ITEEM
NARC
OVPRGAS
OGS

OP
OVPA
OVPSAS
PRCRTC
UIMC