



April 21, 2022

MS. ELIZABETH T. EALA

Chief Administrative Officer

Cashier's Office

University of the Philippines Los Baños

Laguna, Philippines

Dear Madam:

Good day.

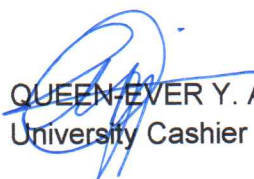
We would like to inform you that we have inadvertently deposited an amount of TWENTY THREE THOUSAND SEVEN HUNDRED THREE AND 50/100 PESOS ONLY (P23,703.50) to UPLB Special Revolving Fund last February 24, 2022. Supposedly, this amount is for the payment of tuition and other school fees for First Semester AY 2021-2022 of our scholar, Ms. Glenda Loraine S. Sobrio. The voucher that was being prepared for this payment indicated UP Los Baños instead of UP Diliman. This is the very reason why we deposited it to UPLB Special Revolving Fund instead of UPD Revolving Fund.

In this connection, we would like to request your good office to fund transfer the said amount to UPD Revolving Fund with account number 3072-1006-96. Kindly send to us also any proof once the fund transfer has been completed, so that we can request UP Diliman for the issuance of official receipt for this purpose.

Attached is the duly validated deposit slip and other documents for your reference.

Thank you very much.

Very truly yours,


QUEEN-EVER Y. ATUPAN
University Cashier

Noted by:

RYSAN C. GUINOCOR

Director of Administrative Services