



July 6, 2022

DR. DANIEL LESLIE S. TAN
Vice Pres. for Administration and Finance
VSU, Baybay City, Leyte

Dear Dr. Tan,

Good day!

This is to call your attention to the unbilled excess globe charges from the plans paid by VSU. The globe plan amount is subsidized by VSU as its fixed costs under "Telephone Expense- mobile" hence, any excess from the plan is shouldered by the beneficiaries. To date, our office hasn't received any billing from April 2020 to the latest available bill in 2022.

This delay in billing and collection will generate losses for VSU. Beneficiaries who have retired from service with excess charges from April 2020 until June 30 are sure losses/additional expenses to the university. Who pays for their excess billings?

It has also reached our knowledge that a renewal of the mobile (globe) phone plan benefit took place in 2021. I respectfully request for the list of the globe plan beneficiaries with the amount of plan and mobile number assigned to them for check and balance purposes.

It is highly recommended that the billing from April 2020 to the current bill available is submitted to our office for proper action. In addition, the bill preparation for the excess charges must be done quarterly once it has been updated. This is the request of some plan holders so they can make appropriate charges.

This is for your appropriate action.

Respectfully,

MARIA TERESA A. CRUZ
Head