



April 29, 2022

DR. BEATRIZ S. BELONIAS
Vice President for Academic Affairs (OVPA)
VSU, Baybay City, Leyte

Dear Dr. Belonias:

Please be informed that our office is making direct verification of customer balances from our Internally Generated Fund (IGF) and Business Related Fund (BRF) projects. Our **VSU Pavilion** confirmed that these transactions remained unpaid as of **March 31, 2022**.

PLEASE EXAMINE CAREFULLY YOUR ACCOUNTABILITIES BELOW AND EITHER YOU CONFIRM THEIR ACCURACY OR REPORT ANY DIFFERENCES DIRECTLY TO OUR OFFICE USING THE ATTACHED CONFIRMATION FORM.

Bill No.	Name/Dept/Office	Balance
2018-04-300	OVPI	3,000.00
2018-08-597	OVPI	600.00
2020-12-943	OVPA	19,200.00
2021-01-0015	OVPA	16,200.00
2021-01-0042	OVPA	900.00
2021-02-0102	OVPA	13,200.00
2021-02-0103	OVPA	1,200.00
2021-02-0125	OVPA	900.00
2021-03-131	OVPA	900.00
2021-03-132	OVPA	17,400.00
2021-03-231	OVPA	2,760.00
2021-03-279	OVPA	780.00
2021-04-317	OVPA	1,440.00
2021-04-367	OVPA	720.00
2021-04-408	OVPA	1,370.00
2021-05-451	OVPA	1,320.00
2021-12-631	OVPA	11,250.00
2021-12-637	OVPA	7,450.00
2022-01-006	OVPA	2,000.00
2022-02-014	OVPA	2,000.00
2022-03-035	OVPA	1,000.00
	TOTAL BILLS	105,590.00

Anent to this, we respectfully request your preferential action in confirming the correctness of the unpaid balance/record within 5 working days from receipt of this notice. Failure to return the confirmation form attests to the correctness of your accountability.