



August 8, 2022

DR. EDITHA G. CAGASAN
OIC Head, Department of Development Communication
VSU, Baybay City, Leyte

Dear Dr. Cagasan:

My warmest greetings!

This is with reference to my follow-up letter to you dated May 16, 2022, on the Department of Development Communication's pending accountabilities with VSU Pavilion in 2016 and 2019.

Kindly send us back the confirmation form attached to my letter dated April 10, 2022. 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, IASO

Received by:

PRINT NAME/SIGN/DATE