





## **DEPARTMENT OF AGRONOMY**

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**December 10, 2021** 

Engr. Mario Lilio Valenzona Director General Services Division VSU, Visca, Baybay City, Leyte

## Dear Sir:

Good day. We would like to ask your help to remind <u>Mr. Gaspar Arpoceple</u> to pay and settle as soon as possible his outstanding balance of the milled rice he bought at the Department of Agronomy previous months ago.

This request is in connection to the closing of the books and accounts for this production and fiscal year. The said business enterprise is part of the Income Generating Project of the Department and the University as a whole.

Thank you for your continued support.

Very truly yours,

ED ALLAN LALCOBER

Project Manager, Rice SeedNet

Noted by:

**ULYSSES A. CAGASAN** 

Head, Department of Agronomy



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.