



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 **Mr. Gaspar Arpoceple** 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 L. ALCOBER
Project Manager, Rice SeedNet

Noted by:


ULYSSES A. CAGASAN
Head, Department of Agronomy