



April 29, 2022

DR. DILBERTO O. FERRAREN

Vice President for Planning, Resource Generation & Auxiliary Services (OVPPRGAS)  
VSU, Baybay City, Leyte

Dear Dr. Ferraren:

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.

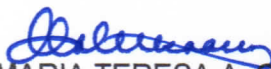
Bill No.	Name/Dept/Office	Balance
2021-04-373	OVPPRGAS	975.00
2022-01-002	OVPPRGAS	670.00
2022-01-004	OVPPRGAS	2,250.00
2021-04-311	OVPPRGAS	5,300.00
2020-05-0337	OVPPRGEA	1,015.00
2021-03-173	OVPPRGAS/BAC	1,560.00
2021-03-267	OVPPRGAS/BAC	2,400.00
2021-04-310	OVPPRGAS/BAC	1,980.00
2021-05-486	OVPPRGAS/BAC	6,720.00
2021-06-541	OVPPRGAS/BAC	3,000.00
2021-03-266	OVPPRGAS/BAC/Procurement	3,200.00
	<b>TOTAL BILLS</b>	<b>29,070.00</b>

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.

HOWEVER, shall there be any account/s not referring to your office, please inform us so we can make verification and necessary adjustments.

**PLEASE DO NOT ATTACH PAYMENTS TO YOUR REPLY.**

Respectfully,

  
MARIA TERESA A. CRUZ  
Head, IASO

Received by:

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PRINT NAME/SIGN/DATE