



June 21, 2022

PROF. JUDE NONIE A. SALES  
Head, Culture and Arts Center  
VSU, Baybay City, Leyte

Dear Prof. Sales:

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 Spring Water** confirmed that these transactions remained unpaid as of **May 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  |
|--------------|-------------------|----------|
| 2019-006-006 | CAC               | 1,335.00 |

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.

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:

\_\_\_\_\_  
PRINT NAME/SIGN/DATE