



April 29, 2022

DR. ELWIN JAY V. YU  
Head, Office of the Chief of University Services for Health, Emergency & Rescue (USHER)  
VSU, Baybay City, Leyte

Dear Dr. Yu:

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
2021-04-405	USHER	2,000.00
2021-07-581	USHER	6,160.00
2021-08-585	USHER	2,500.00
2021-09-602	USHER	3,380.00
2021-09-603	USHER	1,690.00
2021-10-607	USHER	4,900.00
2021-10-611	USHER	2,130.00
2022-01-009	USHER	36,420.00
2022-03-043	USHER	27,000.00
2020-09-679	USHER/ODA-HRD	4,400.00
2021-11-622	USHER/OP	29,000.00
2021-04-406	USHER/VSU Anniv. Fund	1,050.00
	<b>TOTAL BILLS</b>	<b>120,630.00</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:

PRINT NAME/SIGN/DATE