



May 16, 2022

MR. BERT C. PEÑALOSA
OIC Head, Department of Business and Management
VSU, Baybay City, Leyte

Dear Mr. Peñalosa:

My warmest greetings!

This is with reference to my letter to you dated April 8, 2022, on the Department of Business and Management's pending accountabilities with VSU Pavilion in 2021 and 2022.

Kindly send back to us the confirmation form attached to my letter. This is an erratum to the statement "Failure to return the confirmation form attests to the correctness of your accountability." The confirmation form is our supporting document and needs to be returned with notes, signature, and date on or before May 20, 2022.

My apologies for the inconvenience.

Respectfully,

MARIA TERESA A. CRUZ
Head