



Visca, Baybay City, Leyte, PHILIPPINES
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MR. LEGARIO B. RAMOS
ILFMU
VSU, Baybay City, Leyte

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 Colis Cottage confirmed that this transaction remained unpaid as of **April 30, 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.

Name/Dept/ Office	Bill No.	Amount
Legario Ramos & co.	2014-05-021-C	800.00

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 within the prescribed period 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 further verification and necessary adjustments.

PLEASE DO NOT ATTACH PAYMENTS TO YOUR REPLY.

Galileo

MARIA TERESA A. CRUZ
Head, IASO

Received by:

PRINT NAME/SIGN/DATE



Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and
innovative technologies for sustainable communities and environment.

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