



May 24, 2022

PROF. MANUEL D. GACUTAN JR.
Head, Department of Animal Science
VSU, Baybay City, Leyte.

Dear Prof. Gacutan:

My warmest greetings!

This is with reference to my letter to you dated April 29, 2022, on the Department of Animal Science pending accountabilities with VSU Printing Press in 2020.

Kindly send us back the confirmation form attached to my letter. The confirmation form is our supporting document and needs to be returned with notes if needed, signature, and date on or before May 30, 2022.

I look forward to your preferential attention on this matter.

Yours truly,

MARIA TERESA A. CRUZ
Head, IASO

Received by:

PRINT NAME/SIGN/DATE