



May 24, 2022

DR. DANIEL LESLIE S. TAN  
Vice President for Administration and Finance (OVPAF)  
VSU, Baybay City, Leyte

Dear Dr. Tan:

My warmest greetings!

This is with reference to my letter to you dated April 29, 2022, on the Office of the Vice President for Administration and Finance (OVPAF) pending accountabilities with VSU Pavilion from 2021 to 2022.

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:

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PRINT NAME/SIGN/DATE