

OFFICE OF THE HEAD FOR INTERNAL AUDIT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: (053) 565 0600 Loc. 1045 Email: internal.audit@vsu.edu.ph Website: www.vsu.edu.ph

April 29, 2022

DR. ULDERICO B. ALVIOLA Head, University Integrated Information Center VSU, Baybay City, Leyte

Dear Dr. Alviola:

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 <u>VSU</u> <u>Pavilion</u> confirmed that these transactions remained unpaid as of <u>March 31, 2022</u>.

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
2018-08-653	VSU Amaranth	21,300.00
2019-05-444	Information Office	720.00
2019-09-818	Information Office	1,220.00
2019-10-1006	VSU Amaranth	9,160.00
2019-11-1102	Information Office	720.00
2021-04-413	UIMC/Anniv. Funds	4,860.00
2021-04-414	UIMC/Anniv. Funds	3,600.00
2021-04-446	UIMC/WEB Team	2,400.00
2021-09-604	UIMC	7,600.00
	TOTAL BILLS	51,580.00

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 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,

Received by:

MARIA TERESA A. CRUZ Head, IASO

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.