



September 30, 2022

MRS. HONEY V. COLIS
OIC-Director, ODRHM
VSU, ViSCA, Baybay City, Leyte

Dear Mrs. Colis:

Good Day!

Kindly deduct from October 2022 payroll the globe excess charges of the following personnel as listed below:

GLOBE EXCESS January to March 2020 and OVERDUE accounts

	Payroll	October 2022
		,
1	Flores, Alicia	1,000.00
2	Pacada, Nevin	1,000.00
3	Valenzona, Mario Lilio	2,000.00
	TOTAL	4,000.00

Rest assured that we have their authorization on file or thru verbal communication to make payroll deductions. Thank for your assistance. In case of queries, please feel free to contact our office. Our office is available from 8:00 to 5:00 pm, Mondays thru Fridays except holidays

Thank you.

Very truly yours,

ARLIN B. FLANDEZ
Administrative Aide VI

Noted:

MARIA TERESA A. CRUZ
Head, Internal Audit