



April 26, 2022

MR. DHENBER C. LUSANTA  
OIC Director, Ecological Farm & Resource Management Institute (Eco-FARMI)  
VSU, Baybay City, Leyte

Dear Mr. Lusanta:

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 **VSU Pavilion** confirmed that these transactions remained unpaid as of **March 31, 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.

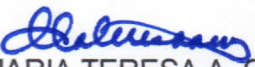
Bill No.	Name/Dept/Office	Balance
2019-07-632	Eco-Farmi	6,000.00
2019-10-1002	Eco-Farmi	800.00
2020-01-0032	Eco-Farmi	780.00
2020-12-887	Eco-Farmi	11,000.00
	<b>TOTAL BILLS</b>	<b>18,580.00</b>

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,

  
MARIA TERESA A. CRUZ  
Head, IASO

Received by:

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PRINT NAME/SIGN/DATE