



May 24, 2022

MR. JED ASAPH D. CORTES
Head, Office of the Printing Press & MMDC
VSU, Baybay City, Leyte

Dear Mr. Cortes:

My warmest greetings!

This is with reference to my letter to you dated April 29, 2022, on the Multi Media Development Center (MMDC) pending accountabilities with VSU Pavilion in July 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