



April 29, 2022

DR. MARIA JULIET C. CENIZA

Vice President for Research, Extension and Innovation (OVPREI)

VSU, Baybay City, Leyte

Dear Dr. Ceniza:

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
2020-12-909	OVPREI	22,200.00
2020-12-980	OVPREI-YRRP	8,010.00
2021-01-0037	OVPREI	14,650.00
2021-01-0062	OVPREI	16,000.00
2021-02-0114	OVPREI	970.00
2021-04-381	ODREX	26,000.00
2021-04-442	OVPREI-Research	900.00
2021-05-510	OVPREI-RBME	4,960.00
2021-06-531	OVPREI-RBME	5,040.00
2021-06-536	OVPREI-Extension	8,250.00
2021-06-542	OVPREI-RBME	7,630.00
2021-06-547	OVPREI/Dr. Ceniza	820.00
2021-06-556	OVPREI-Research/Dr. Velarde	605.00
2021-12-633	OVPREI-TBI	1,900.00
2022-02-025	OVPREI - TBI	2,440.00
2022-03-042	OVPREI -Extension	700.00
2022-03-061	OVPREI-TBI	5,500.00
	TOTAL BILLS	126,575.00

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.