



May 16, 2022

ENGR. JUNDY R. CASTIL
Head, Department of Mechanical Engineering
VSU, Baybay City, Leyte

Dear Engr. Castil:

My warmest greetings!

This is with reference to my letter to you dated April 8, 2022, on the Department of Mechanical Engineering's pending accountabilities with VSU Pavilion in 2021.

Kindly send back to us the confirmation form attached to my letter. This is an erratum to the statement "Failure to return the confirmation form attests to the correctness of your accountability." The confirmation form is our supporting document and needs to be returned with notes, signature, and date on or before May 20, 2022.

My apologies for the inconvenience.

Respectfully,

MARIA TERESA A. CRUZ
Head