



May 24, 2022

MS. KYZA MAE RAMONEDA
OIC Head, Department of Biotechnology
VSU, Baybay City, Leyte.

Dear Ms. Ramoneda:

My warmest greetings!

This is with reference to my letter to you dated May 5, 2022, on the Department of Biotechnology pending accountabilities with VSU Printing Press in 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