VISAYAS STATE UNIVERSITY

OFFICE OF THE HEAD FOR INTERNAL AUDIT
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: (053) 565 0600 Loc. 1045
Email: internal.audit@vsu.edu.ph
Website: www.vsu.edu.ph

April 8, 2022

DR. ANTONIO P. ABAMO
Project Leader, ACIAR-Vegetable
VSU, Baybay City, Leyte

Dear Dr. Abamo:

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
2017-10-641	Aciar Vegetable	360.00
2016-03-126	Aciar Vegetable (Dr. A.Abam	2,470.00
2016-02-86	Aciar Vegetable/Dr. A.Abam	3,990.00
	TOTAL BILL	6,820.00

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.

PLEASE DO NOT ATTACH PAYMENTS TO YOUR REPLY.

Respectfully,

MARIA TERESA A. CRUZ
Head, IASO

Received by:

PRINT NAME/SIGN/DATE