



February 16, 2023

DR. EDGARDO E. TULIN
President
VSU, Baybay City, Leyte.

Dear Dr. Tulin:

Good day!

I would like to request your good office to allow us to visit our VSU Satellite office in Manila to observe their current flow processes, check their documentations and verify their existing internal controls.

The target date is in March 2023 after the ISO audit.

We will need 7 working days to complete these activities that includes the discussion of our findings and recommendations with the auditee.

Your support to our activities will be very much appreciated.

Respectfully yours,

MARIA TERESA A. CRUZ
Head, Internal Audit

Approved/Disapproved:

EDGARDO E. TULIN
President