



February 7, 2022

MS. QUEEN-EVER Y. ATUPAN

Head, Cash Division
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Atupan:

Greetings!

The Office of the Chief Librarian received a request from CD Books International, Inc. to assist them in the settlement of the attached *Statement of Account* for the books with Purchase Order numbers reflected in the said request. Attached herewith, are scanned copies of the Purchase Orders in which the Library Department asked from our Procurement/Supply Office for traceability purposes.

In this connection, may I request your good office to please look into these documents and advice the Office of the Chief Librarian if ever the said account had been settled or whatever is the status of this request.

Thank you very much!

Sincerely,

VICENTE A. GILOS
Chief Librarian