



May 5, 2022

PROF. MANUEL D. GACUTAN JR.
Head, Department of Animal Science
VSU, Baybay City, Leyte.

Dear Prof. Gacutan:

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 Printing Press** 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.

JOB ORDER NO.	DATE	BUYER	BALANCE
2020-055	21/08/2020	Animal Science	5,180.00
2020-104	19/08/2020	Animal Science	2,850.00
2020-136	27/09/2020	Animal Science	2,950.00
2020-137	27/09/2020	Animal Science	5,200.00
2020-138	27/09/2020	Animal Science	2,550.00
2020-139	27/09/2020	Animal Science	1,100.00
2020-151	30/09/2020	Animal Science	10,150.00
2020-152	30/09/2020	Animal Science	2,850.00
2020-153	30/09/2020	Animal Science	5,000.00
		Total	37,830.00

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