

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Cebu Office

December 2, 2022

Mrs. Jessamine C. Ecleo
Head, Procurement Office
VSU, Baybay City, Leyte

I'm respectfully forwarding the following documents and items thru Roble Shipping Lines to Supply Property Management Office, Visayas State University.

CANVASS PAPERS:

PR No.	Canvass No.	Qty	Unit	PR No.	Canvass No.	Qty	Unit
2022-10-02082	C-2022-902	1	pc.	2022-10-02182	C-10-02182	1	pc.

OTHERS:

OR of Mr. Nevin Pacada for his replenishment on maintenance and operating expenses- utility bills in the amount of P 7,238.00

Small brown envelope of payroll documents c/o Mrs. Emelita Pausanos from Mrs. Felisa Ramada

Computerized facsimile estimates for Homer Lois P. Napoles

Platic pack of violet ballpens c/o Norie Bustillo from Nevin A. Pacada

x-x-x

I hope you find everything complete. Thank you very much.

Very truly yours,

NEVIN A. PACADA

Head, VSU-Cebu Office