



April 8, 2022

DR. BAYRON S. BARREDO  
Dean, College of Education (CE)  
VSU, Baybay City, Leyte

Dear Dr. Barredo:

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
2019-08-773	College of Education	11,700.00
2019-08-807	College of Education	22,100.00
2019-09-836	College of Education	6,000.00
2019-10-1064	College of Education	2,000.00
2019-11-1106	College of Education	2,000.00
2019-12-1228	College of Education	1,750.00
2020-03-0295	College of Education	11,000.00
2020-10-772	College of Education	600.00
2018-03-197	College of Education	6,000.00
2018-05-380	College of Education	5,000.00
2018-06-406	College of Education	18,875.00
2018-07-516	College of Education	665.00
2018-08-578	College of Education	3,000.00
2018-08-633	College of Education	15,800.00
2018-08-665	College of Education	6,000.00
2018-10-785	College of Education	13,600.00
2018-10-847	College of Education	3,000.00
2018-12-969	College of Education	4,900.00
2019-01-010	College of Education	860.00
2019-03-252	College of Education	5,210.00
2019-03-259	College of Education	1,050.00
2019-03-268	College of Education	4,000.00
2019-05-463	College of Education	23,975.00
2019-05-479	College of Education	5,000.00
2019-06-519	College of Education	2,520.00
2019-07-667	College of Education	800.00
2019-08-765	College of Education	7,800.00



2019-12-1263	College of Education	7,000.00
2018-05-396	Dept. of Teacher Education	250.00
2022-03-032	Dept. of Teacher Education	8,750.00
	<b>TOTAL BILLS</b>	<b>201,205.00</b>

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:

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PRINT NAME/SIGN/DATE

Cc: OVPSAS