



June 16, 2022

FLERIDA RUTH R. QUIMBO

State Auditor III
OIC-Audit Team Leader
Commission on Audit
Baybay City

Dear Ms. Quimbo:

Good day.

This is relative to COA AOM NO.:2022-006 (2021) dated May 31, 2022 regarding the submission of disbursement vouchers and supporting documents. Our comments for the following recommendations are as follows:

Recommendations	Comments												
1. Submit immediately the lacking DVs, payrolls and their supporting documents totaling P 29,315,226.36 and the twenty (20) cancelled checks, and henceforth ensure the submission of accounts and financial reports be made within the reglementary period pursuant to COA Circular No. 2009-006; and	<p>As of this date, we have already submitted the DVs, Payrolls and supporting documents totaling P 20,993,077.44 to the Accounting Office. The six (6) cancelled checks (from Main Campus) were also submitted to the accounting office as follows:</p> <table> <tr> <th>Check Number:</th><th>Date Submitted:</th></tr> <tr> <td>CK# 525838</td><td>- May 19, 2021</td></tr> <tr> <td>CK#459439</td><td>- June 7, 2022</td></tr> <tr> <td>Ck# 567486</td><td>- October 26, 2021</td></tr> <tr> <td>Ck# 567810</td><td>- October 26, 2021</td></tr> <tr> <td>Ck#567935</td><td>- October 26, 2021</td></tr> </table> <p>The remaining payrolls amounting to P 2,800,000.00 were for the reissuance of staled Checks to TES & Tulong Dunong scholars dated December 21, and 28, 2021 yet. Since, most of these students were not able to claim their checks, we need to wait until June 28, 2022 for the checks to stale. This is to still give them chance to claim it before the said date.</p>	Check Number:	Date Submitted:	CK# 525838	- May 19, 2021	CK#459439	- June 7, 2022	Ck# 567486	- October 26, 2021	Ck# 567810	- October 26, 2021	Ck#567935	- October 26, 2021
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2. Immediately take the necessary action to address the reasons of the recurring problem in the submission of DVs and other required documents in order to stop the incurrence of the same and likewise,	<p>The reasons for the delay of the submission of these vouchers and payrolls are as follows:</p> <ol style="list-style-type: none"> 1. During the pandemic, we were advised to deposit our payments for Globe and Innove Communications to their BPI accounts. However, we did not submit the 												