



August 12, 2022

ATTY. RYSAN C. GUINOCOR
Director for Administrative Services
Visayas State University
Baybay City, Leyte

Dear Atty. Guinocor:

Good day.

As agreed during our meeting last Tuesday, August 9, 2022, our office came up with some innovation to improve our disbursement services. With this, we agreed to implement changes in our daily time frame in the preparation of checks, LDDAP, ACIC, DVs and PACs as follows:

MORNING:

Morning cut-off time	-	10:00 am
Final review of DVs, payrolls and supporting Documents as to completeness of Signatures and correctness of Individual and total amounts. Initial Encoding of PACs and double checking of Entries.	-	10:00 am to 11:00 am
Final preparation and printing of PACs, DVs, Checks, LDDAP and ACIC	-	11:00am to 12:00noon
Forward all documents to the signatories for signatures and retrieved signed documents	-	12:00nn to 1:30 pm
<i>Note: time depends on the availability of the signatories</i>		
Forward all documents to the bank	-	1:30pm to 2:00pm
Pay various suppliers and service providers and deposit checks to Other banks in Baybay City	-	2:00pm to 3:30pm
Return to the Office	-	3:30pm to 4:00pm

AFTERNOON:

Afternoon cut-off time	-	2:30 pm
Final review of DVs, payrolls and supporting Documents as to completeness of Signatures and correctness of Individual and total amounts. Initial Encoding of PACs and double checking of Entries.	-	2:30 pm to 3:30 pm
Final preparation and printing of PACs, DVs, Checks, LDDAP and ACIC	-	3:30pm to 4:30pm