



March 8, 2022

**DR. DANIEL LESLIE S. TAN**  
**Vice-President for Administration and Finance**  
**Visayas State University**  
**Baybay City**

Dear Sir:

Good day!

We would like to relay to you the Cash-OFI-21-02 issued by our Internal Quality Auditor, Ma. Theresa P. Loreto on October 8, 2021. It states, *"The unit may ensure that the honorarium and other monetary benefits be claimed on the designated period to avoid reversion of funds and consequent problems. The VP for Administration and Finance can issue a memo to concerned VSU employees to this effect."*

As a backgrounder, this observation is based on the rules on the utilization of MDS Fund budget, wherein all remaining cash balances at the end of every quarter shall automatically be reverted to the Bureau of the Treasury. Our budget utilization performance are greatly affected by the late submissions of supporting documents for claims of monthly honorarium and other benefits like RATA and others. It should be noted that the corresponding budget for these benefits are allocated monthly, thus, may be subject to cash reversion if not claimed on time.

In this connection, we would like to request your good office to issue a memorandum regarding this concern as recommended. Hoping for your very kind consideration to this request.

Thank you very much.

Respectfully yours,



**QUEEN-EVER Y. ATUPAN**  
Head, Cash Office

Noted by:

Approved by:

**RYSAN C. GUINOCOR**  
Director for Administrative Services

**DANIEL LESLIE S. TAN**  
Vice-President for Administration and Finance