



March 15, 2022

AuOC 2022-01

PROF. ARGINA M. POMIDA

Director, Office of the Director for Resource Generation and Auxiliary Services  
VSU, Baybay City, Leyte

Dear Prof. Pomida,

Warmest greetings from OHIA!

VSU has continuing projects from Business Related Funds and Internally Generated Funds. Somehow these projects generate financial assistance to the university. The timely submission of each projects financial report is relevant in measuring the material impact of its monthly operations. The accounts receivables and its collections represent unpaid fulfilled services of every project. Hence, these are already considered as assets of the university. Non collection would mean losses to the university and the government.

This letter aims to revisit the guidelines of your office on matters related to the financial reports of VSU Internally Generated Fund and Business Related Fund projects.

Our office would like to know the set guidelines on the following matters:

- a) The set date on the deadline of submission of monthly financial reports  
The following projects have not submitted their monthly financial reports. The last financial report submitted were as of:
  1. DOH Plant Nursery (Gloria Bancale) November 2020
  2. Pavilion (Josefina M. Larrosa) May 2021
  3. Apartelle, Colis, Lañada and Ponce Cottages (April Gayle Calunangan) September/October 2021
  4. GSD PPO services (Mario Lilio Valenzona) December 2020
  5. VSU Hospital (Elwin Jay Yu) June 2021
  6. Locally Grown Veg and Seed Production (Rosario Salas) September 2021
  7. Seafront Suite (April Gayle Calunangan) July 2021
  8. DOF Sustained Yield (Teofanes Patindol) April 2021
  9. Electricity August 2021
- b) responsibility of the project managers on the existing accounts receivable balance of their project/s
- c) responsibility of the project managers on the existing accountability of their project/s
- d) the required attachment reports to the financial report per project

On the other hand, our office would like you to shed light on the enumerated issues:

- a) The annual inventory taking at the start of every year stopped since 2020 to this date. However, if this is due to covid-19 pandemic, how will this activity make its way in the new normal?
- b) The closure of the bakery was executed without any notice to our office. Hence, pls send us a hard copy evidence on the details of its closure.