



October 13, 2022

AOC 22-04

MR. JED ASAPH D. CORTES
Project Manager, Printing Press
VSU, Baybay City, Leyte

Dear Mr. Cortes:

Warmest greetings from OHIA!

This is in connection with my letter dated September 8, 2022, Audit Observation Communication (AOC) 22-03.

As of date, our office has not received your July 2022 financial report. The module production billed to the different offices and reported in the May 2021 financial report needs to be adjusted/removed. These activities were considered in-house per the received communication on June 13, 2022. Those bills that were paid should be returned immediately through a voucher indicating the reference of your bill and attaching the communication initiated by the Director for Financial Management which was approved by the President. Hence, this will regularize the transactions.

Should you have questions regarding this communication, please feel free to contact us at local 1045 on weekdays from 8:00 am to 5:00 pm excluding holidays.

Your action on these matters is highly time-based.

Thank you very much and stay safe.

Yours sincerely,

MARIA TERESA A. CRUZ
Head