



January 26, 2022

**MR. NICK FREDDY R. BELLO, CPA**

Head, Accounting Office  
Visayas State University  
Baybay City, Leyte

Attention: **Mr. Ryan Fernandez**  
Accounting Personnel

Dear **Mr. Bello**:

In compliance to the OP Memorandum No. 574 regarding Audit Observation Memorandum (AOM) No. 2021-010 findings on the disbursement of food expenses, may we respectfully submit the attached required supporting documents on the procurement of meals and snacks for following meetings/activities organized by the office:

No.	Activity	Date of the Event	Type	Amount	Support Docs
G17	Special Meeting	1.30.2020	Meetings	P570.00	<ul style="list-style-type: none"> <li>• Notice of Meeting</li> <li>• Minutes of Meeting</li> <li>• Attendance Sheet</li> <li>• Justification</li> <li>• Reservation Slip</li> <li>• Statement of Account</li> </ul>
G21	Special Meeting for ISO Audit	02-17, 2020	Meetings	P1,600	<ul style="list-style-type: none"> <li>• Notice of Meeting</li> <li>• Minutes of Meeting</li> <li>• Attendance Sheet</li> <li>• Justification</li> <li>• Reservation Slip</li> <li>• Statement of Account</li> </ul>
138	Seminar workshop on simple farm record keeping and profitability assessment	11.23.2019	Training	P13,500.00	<ul style="list-style-type: none"> <li>• Training Design</li> <li>• Targeted Lists of Participants</li> <li>• Justification</li> <li>• Reservation Slip</li> <li>• Program</li> <li>• Statement of Account</li> </ul>