

DEPARTMENT OF ECONOMICS

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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	Туре	Amount	Support Docs
G17	Special Meeting	1.30.2020	Meetings	P570.00	 Notice of Meeting Minutes of Meeting Attendance Sheet Justification Reservation Slip Statement of Account
G21	Special Meeting for ISO Audit	02-17, 2020	Meetings	P1,600	 Notice of Meeting Minutes of Meeting Attendance Sheet Justification Reservation Slip Statement of Account
138	Seminar worshop on simple farm record keeping and profitability assessment	11.23.2019	Training	P13,500.00	 Training Design Targeted Lists of Participants Justification Reservation Slip Program Statement of Account



Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.DOE-2022-15