

ADDITIONAL ATTACHMENT

1. JUSTIFICATION why procurement of ~~meals~~ are necessary. - o/c
2. RESERVATION SLIP -

OFFICE OF THE PRESIDENT

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID 9108658749

DBM

24 August 2021

MEMORANDUM NO. 574

Series of 2021

T O: All Office/Unit Heads Concerned

**R E: Submission of Lacking Documents in relation to AOM No. 2021-010
re: Food Expenses**

The COA Audit Team has issued Audit Observation Memorandum (AOM) No. 2021-010 dated April 29, 2021, pertaining to the disbursement of food expenses. The same audit finding was also included in the 2020 Annual Audit Report.

We have already complied with the requirements on selected transactions as indicated in the Audit Report. However, the auditor's rejoinder requires us to submit the lacking supporting documents of all vouchers on food expenses across different activities (meetings, field activities, planning, etc). Furthermore, COA will issue a Notice of Suspension anytime this month.

As an advance corrective action of the management, different offices mentioned in Table 2 are directed to promptly submit the required lacking documents. Failure to comply will lead to the issuance of Notice of Disallowance which will result in the refund of the amount obligated for food.

The needed attachments for each type of activity are as follows:

Table 1. Needed Attachments

| Code | Type of activity | Supporting documents |
|---------------|--|---|
| A | Entertaining Visitors | Guest list Purpose of the visit |
| B | Field Activities | Activity Report / Summary of results of the field activity Original Attendance sheet per day |
| C | Hearing | Notice of Hearing Document showing the summary of proceedings Original Attendance sheet per day |
| D, E, F and G | Hiring /Interview of Applicants ISO activities HRMIS | Notice of Meeting stating the agenda Minutes of Meeting Original Attendance sheet per day |

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 4

FM-OOP-01
v2 04-27-2020

No. 21-574