



September 29, 2022

FLERIDA RUTH R. QUIMBO

OIC, Audit Team Leader

Commission on Audit

VSU, Baybay City, Leyte

Dear Madam:

This is in reference to AOM No. 2022-015 (2021-2022) dated September 15, 2022 regarding the submission of the Report of Accountability for Accountable Form (RAAF) for the period September 17, 2021 to August 9, 2022 to the audit team.

With this, we would like to inform you that we submitted our monthly reports to the Accounting Office from September 17, 2021 to August 9, 2022, as indicated in the attached reports with dates of submission. Furthermore, our office submits every month all the financially reports including the RAAF (Accounting and COA copies) to the Accounting office. We trust that the accounting office will also submits the COA copy of our reports monthly. We were not aware that these reports were not submitted to COA until we received this AOM.

I really appreciate your recommendations for the improvement of my work as OIC Collecting Officer of the university. It is always my intention to align my work with COA standard and rulings. Rest assured that I am willing to directly submit the RAAF every month to your office.

Thank you very much.

Very truly yours,

CELSO F. SACRO

OIC, Collecting Officer

NOTED:

QUEEN-EVER Y. ATUPAN

Head of the Cashier

ATTY. RYSAN C. GUINOCOR

Director, for Administrative Services