



March 8, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Baybay City

Thru : DR. DANIEL LESLIE S. TAN
Vice-President for Administration and Finance/
Chairman, NAPB

Dear Sir:

Good day!

We would like to reiterate our request to hire one additional staff (J.O.) to be assigned in the Office of the Cashier. Our Internal Quality Auditor, Ma. Theresa P. Loreto issued Cash-OFI-21-01 (attached) during the ISO Internal Audit dated October 8, 2021 citing that, "*The dDRC may ensure that other documents be scanned and uploaded to the QMS portal in preparation for the 2nd surveillance audit. Moreover, she needs to improve her navigation skills to speed up retrieval of documents. Perhaps the hiring of an additional staff can be done to de-load the dDRC of her voluminous functions.*".

In this connection, our planned action is to reiterate our request to hire an additional personnel to de-load our dDRC of her voluminous functions, as recommended. The present assignments and duties of our dDRC are as follows:

1. In-charge of our Internally Generated Funds (IGF) check preparation and disbursements:
 - 1.1 Reviews payrolls and vouchers as to completeness of signatures, correctness of total amounts (for payrolls), the applicable payroll period and original attachments;
 - 1.2 Encodes in our Cash Disbursement System the corresponding payrolls and vouchers to check whether the obligation of such transaction was already posted in the BAOM and returns to the receiving in-charge or to the budget office or Accounting office all the vouchers/payrolls with unposted obligations, incorrect amounts and lacking original supporting documents;
 - 1.3 Inputs vouchers and payrolls in the Cash Disbursement System and prepare the corresponding check payments for suppliers and payees without ATM accounts.
 - 1.4 Encodes all transactions in the Land Bank system for PACS preparation for payees with ATM accounts. Print the PACs, consolidated DV and Check payment and submit to Accounting Office, OVPAF, OFM and OP for signatures of signatories;
 - 1.5 Segregates and prepares all the transactions for submission to the bank.
 - 1.6 Posts all transactions in the Check Disbursement Cash Books, updates monthly balances and record needed adjustments.