



May 19, 2022

PROF. ARGINA M. POMIDA
Director, Resource Generation and Auxiliary Services
VSU, Baybay City, Leyte

Dear Prof. Pomida:

My warmest greetings!

This concerns the use of document tracking in the VSU HRIS system. As noticed, the inputs for the financial reports from our projects in the document tracking were inconsistent and the majority were incorrect. The financial reports submitted to our office bear incorrect descriptions.

The document type, IGP Monthly Report, was the **old name** used for the monthly reports of Income Generating Projects (IGP). There was an evolution in the terminology of funds; the IGP is no longer in use as per the Government Accounting Manual. Kindly refer to Annex A for the new fund names in use.

The submitted financial reports from the different projects displayed different inputs as to document title and document type in our document tracking system. Please refer to Annex B.

The actual current flow of the financial reports as shown below:



The return of the financial reports from our office to your office is due to the incorrect input in the document tracking system. However, some projects were advised to use the correct input on the *document type* like the spring water and

the vermiculture projects (Annex C).

I highly recommend that you make a uniform guideline on how the document will display on the document tracking system with regards to the document **title** and document **type** for uniformity. Should the Title start with the year followed by the month and Project name, with or without punctuations, and to what document type does it belong? Simple guide questions but I leave them to your judgement. (See Annex D)

In addition, your office must check the inputs in the HRIS-Document Tracking before you pass the financial report to our office to cut down the processing time.

This letter aims for the efficient processing of the financial reports of the VSU projects. Should you make a guideline, **PLEASE DON'T FORGET** to send us a copy.

Yours truly,

MARIA TERESA A. CRUZ
Head