



January 19, 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 foods and snacks for the activity organized by the office:

No.	Activity	Date of the Event	Type	Support Docs.
61.	Seminar-workshop on simple farm record keeping and profitability assessment	11.23-2019	Orientation/Lecture/Seminar/Training	<ul style="list-style-type: none">• Training design• Targeted list of participants• Justification• Reservation Slip

Hoping that you will find the documents in order.

Thank you.

Very truly yours,

MARIA HAZEL I. BELLEZAS
Head, DOE