



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
Administration and Finance**

Visca, Baybay City, Leyte 6521-A
Philippines
Phone/Fax: +63 53 563 7108
Email: ovpaf@vsu.edu.ph
Website: www.vsu.edu.ph

02 August 2017

MEMORANDUM NO. 08

Series of 2017

T O : MR. LEONILO B. TORCINO

R E : Reporting to Accounting Office

In compliance with Audit Observation Memorandum (AOM) No. 2017-14 regarding transactions on disbursements, the Accounting Office and the Cash Office are required to retain file copies of all financial documents.

In order to do this task, you are directed to report to the Accounting Office effective immediately.

For your strict compliance.

A handwritten signature in black ink, appearing to read 'Remberto A. Patindol', with a horizontal line extending to the right.

REMBERTO A. PATINDOL

Vice President for Administration and Finance

Cc: OP
ODF
Accounting
Records
COA
File