



MEMORANDUM NO. 489

Series of 2024

**TO: All Accountants
All Budget Officers
All Delegated Approving Officer based on Approved Threshold**

**RE: Enhanced Scrutiny of Purchase Orders (POs),
Obligation, Budget, Usage, and Reconciliation (OBUR),
and Disbursement Vouchers (DVs) for Goods and Services**

FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 31, 2024

In our ongoing commitment to upholding transparency and compliance with procurement protocols, the undersigned would like to emphasize the importance of conducting thorough checks on all POs, OBUR, and DVs for goods and services, including items procured through public bidding processes.

Effective immediately, it is mandatory for all POs to undergo a meticulous review prior to final approval by the Accountant to ensure that every transaction aligns with our established procedures and meets the necessary regulatory requirements. Specifically, the review process should encompass verification of bid compliance, accuracy of information in the PO, budgetary alignment, and compliance with the university policies.

For your information and usual support.

cc: File
Records Office
Directors for Administration and Finance
FMO
VITA Campuses Chancellors
VPAF