

March 29, 1996

MEMORANDUM NO. 42
Series of 1996

R E: Ms. Milagrosa L. Gamotin
Ms. Bonita T. Montes
Ms. Milagros C. Yu


R E: Booked Up Suspensions and Disallowances

ViSCA's books of accounts reflect a non-moving account representing booked up suspensions and disallowances way back in 1985. Per list attached, except for few disbursements which require refund of the amount disbursed, most of the requirements are simple and can be easily complied with. It is presumed then that these were already settled with the Auditor but the settlement was not correspondingly recorded in the books. The record of Miss Juliet Salanap, COA Auditing Aide at that time will reflect the settlements made.

In order therefore for us to be able to prepare the necessary adjusting entries to close this account, with Ms. Gamotin as Chairman and Ms. Montes as Secretary, please constitute yourselves into an Ad Hoc Committee to gather all necessary supporting documents/records for the purpose.

Please submit a monthly progress report of your accomplishment to this office every first week of the succeeding month. It is expected that this assignment be fully completed on or before June 28, 1996.

Please be guided accordingly.


SAMUEL S. GO
President

cc: COA