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Office of the President

2 July 2010

MEMORANDUM NO. 185
Series of 2010

**T O: Dr. Edgardo Tulin
Mr. Raul Posas**

R E: Unliquidated Cash Advance of Asuncion Arradaza

Last March 19, 2009, the Department of Nursing, through Dr. Edgardo E. Tulin, requested Ms. Asuncion Arradaza, a bonded official at that time, to file a cash advance in the amount of P25,000.00 to be used to purchase skills laboratory supplies and gadgets needed for the TESDA assessment for our BSN students.

Since then until the present, said cash advance remained unliquidated in blatant violation of COA rules requiring the liquidation of cash advances within 30 days after its release. Because of your failure to liquidate said cash advance, Ms. Arradaza is notified that her salaries will be withheld until such time that the liquidation is submitted.

In fairness to Mrs. Arradaza and in compliance with COA rules and regulations, you are hereby directed to submit the necessary liquidation papers within 15 days from receipt hereof, otherwise, both your salaries for July will be withheld.

For compliance.


JOSE L. BACUSMO
President