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OP Memorandum No. 479
Series of 2024

TO: Vivian V. Balbarino, SPO Head
Designated Inspectors of Supplies, Materials, and Equipment

RE: Ensuring Complete Inspection and Acceptance Reports

FROM: DR. PROSE IVY G. YEPES
University President

DATE: May 30, 2024

We have received Audit Observation Memorandum (AOM) No. 2024-010 from the Commission on Audit (COA) dated May 24, 2024, concerning incomplete documentation in procurement transactions.

In line with this, you are hereby directed to ensure that the Inspection and Acceptance Report includes all the required information.

COA expects your response to the aforementioned audit observations within five (5) calendar days from receipt of their memorandum.

For your information and usual support.

cc: File
OIC Audit Team Leader
VPAF

OFFICE OF THE PRESIDENT

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