



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM NO. 16
Series of 2025

TO: All Vice Presidents, Chancellors, Deans, Directors, and Heads

RE: Handling of Official Receipts and Cash Transactions

FROM: DR. PROSE IVY G. YEPES
University President

DATE: January 3, 2025

In line with ensuring the proper handling, accountability, and transparency of financial transactions within the university, and pursuant to relevant laws, regulations, and institutional policies, this directive is hereby issued:

1. All issuances of official receipts and cash transactions shall strictly be handled by the **Cash Office or by bonded and authorized employees.**
2. For purposes of legal compliance and to mitigate risks associated with financial mismanagement, Job Order (JO) personnel are prohibited from managing cash or engaging in any money-related matters.

This measure is implemented to safeguard the university's financial integrity and to ensure adherence to laws such as the **Government Auditing Code of the Philippines (PD 1445)** and related policies governing public financial management.

All concerned offices and units are enjoined to exercise diligence in implementing this directive to prevent any legal or financial liabilities.

For your strict compliance and usual support.

OFFICE OF THE PRESIDENT

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