



LEYTE STATE UNIVERSITY

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Office of the President

24 March 2003

MEMORANDUM NO. 63

Series of 2003

T O: Mrs. Milagrosa L. Gamotin *OK, 3/26/03*
R E: Additional Functions as Head of the Internal Control Unit

As your office is actually reviewing all project reports, please perform the following additional functions:

1. When you notice something unusual of a report such as huge cash balance unremitted to the Cashier or non-submission of project report, institute measures to see to it that cash on hand is remitted to the Cashier weekly.
2. Report to the IGP Director immediately project managers who do not comply with your directives so the IGP Director can institute steps to solve the problem.
3. Only unsolved matters should be brought to the attention of the IGP-BOM who recommends measures for appropriate action by this office.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN
President

cc: IGP Director - *SA 3/26/03*
IGP-BOM Members - *ad 3/26*
Records - *3/26*
File - *3/26*

Mrs. Norma V. CAA - *3/26/03*

Dr. Salome Bulayog - *3/26/03*

Dr. Ramon Laguna - *3/26/03*

Mrs. Gristina Ramirez - *March 3/27/03*

Dr. Lourdes B. Cano - *3/27*