



26 January 2024

MEMORANDUM CIRCULAR NO. 13
Series of 2024

T O: All Concerned Offices

R E: 2nd Batch Compliance to COA Notice of Suspension on Food Expenses

In October 2021, we received thirty-three (33) Notice of Suspensions (NS) issued by the COA related to food expenses incurred last 2020 and 2019 across all funds with the total amount of P6,190,622.75. In compliance to the NS, we submitted supporting documents in 2022. After reviewing the documents that we submitted to them, the COA issued Notice of Settlement of Suspension/Disallowance/Charge (NSSDC).

In addition to the 1st Batch of NSSDC that was disseminated previously per OP Memo #7 series of 2024, the COA issued another ten (10) NSSDC. Based on the 2nd batch of NSSDC issued by the COA, of the P1,973,428.00 suspended amount, P685,270.00 has been partially settled leaving an unsettled balance of P1,288,158.00 which still needed to be complied by submitting the required lacking documents.

In view of this, the different offices concerned are directed to submit the lacking documents required by the COA (**Annex A**) to the Accounting Office for consolidation. Please refer to **Annex B** for the assigned Accounting Office personnel who will assist you on this matter. Kindly coordinate with them thru IP Phone Local No. 1006 or IP messaging.

Moreover, kindly note that only 21 out of 33 NS has been issued NSSDC by the COA as of to date, this means that another NSSDC would be followed pertaining to the remaining NS. There is also a possibility that the documents submitted are not acceptable by COA or the justifications submitted are not considered.

Please comply with the above requirements **not later than February 9, 2024**. Failure to comply will lead to the issuance of Notice of Disallowance which will require us to refund the disbursed amount.

For prompt compliance.


DANIEL LESLIE S. TAN
OIC-President

2nd Batch - Annex A – Lacking Supporting Documents Needed

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-013	52	G61	02/19/2020	Student scholarship committee meeting	12.05.2019	Biotechnology		4,850.00	-	4,850.00	Minutes of Meeting	IGF	Menchu Sabando
21-012	28	K 13	01/10/2020	CET Faculty and Staff Opening Ceremony	11.12.2019	COE		4,200.00	-	4,200.00	Activity Design & Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-012	15	I34	01/08/2020	Workshop & Lecture with Dr. Roeland Leezer	11.14-15.2019	College of Veterinary Medicine (CVM)		6,800.00	-	6,800.00	Notice of Meeting/ Office Order/ Memo authorizing the activity/ letter of invitations to participants (Nov. 15, 2019), & Activity Design & Activity Report with pictures (Nov. 14-15, 2019)	IGF	Ian Godoy
21-013	7	G56	02/07/2020	Meeting with brgy. Officials with regards with schistosomiasis project	11.28.2019	College of Veterinary Medicine (CVM)		17,100.00	-	17,100.00	Targeted List of Participants and Office Order/ Memo. Authorizing the conduct of the activity or letter-invitations to participants- Brgy. Officials	IGF	Ian Godoy
21-012	10	G45	01/08/2020	Meeting on cultural presentation activities	08.02.2019	Culture and the Arts Center (CAC)		750.00	-	750.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-012	38	K 15	01/15/2020	Meeting for VSU night 2019	11.12.2019	Culture and the Arts Center (CAC)		1,800.00	-	1,800.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-012	45	I36	01/15/2020	Workshop on strategic planning	10.24.2019	Culture and the Arts Center (CAC)		10,940.00	-	10,940.00	Activity Design, Targeted list of participants, Notice of Activity/ Office Order/ Memo authorizing the conduct of the activity/ letter of invitations to participants, and Activity Report	IGF	Jea Grace Bulacan
21-019	35	J 35	09/30/2020	VSU Night Working Committee	11.27-29.2019	Culture and the Arts Center (CAC)		11,500.00	-	11,500.00	Attendance Sheet, Activity Design, Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-012	61	I38	01/28/2020	Seminar workshop on simple farm record keeping and profitability assessment	11.23.2019	Department of Economics (DOE)		13,500.00	-	13,500.00	Signed/ approved Training Design & Target List of Participants; Notice/ Office Order/ Memo. Authorizing the conduct of the activity, or letter-invitations to target participants & Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-012	8	I32	01/07/2020	Third Lecture Series	09.30.2019	Department of Liberal Arts and Behavioral Sciences (DLABS)		1,400.00	-	1,400.00	Activity Report with pictures	IGF	Menchu Sabando
21-012	24	J 22	01/10/2020	Judges during the VSU livestock challenge 2019 - Volunteer Rodeo Officials of Masbate (VROM)	04.25-28.2019	Dept. of Animal Science (DAS)		13,760.00	-	13,760.00	Attendance Sheet, copies of the Invitation Letters to the judges, & Activity Report with pictures	IGF	Jeah Mae Ebero
21-016	32	I56	06/17/2020	Course on Road Safety for Habal-Habal Drivers	11.24.2019	Dept. of Civil Engineering (DCE)		19,800.00	-	19,800.00	Activity/ Training Design; Notice/ Memo. Authorizing the conduct of the Activity, or letter-invitations to participants; & Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-016	33	I56	06/17/2020	Short Course on Road Safety	11.29.2019	Dept. of Civil Engineering (DCE)		3,600.00	-	3,600.00	Activity/ Training Design; Notice/ Memo. Authorizing the conduct of the Activity, or letter-invitations to participants; & Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-014	7	I47	03/10/2020	Course on Road Safety and Traffic Administration	10.30.2019	Dept. of Civil Engineering (DCE)		15,050.00	-	15,050.00	Training/ Activity Design and Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-012	46	J 20	01/28/2020	Presentation of undergraduates thesis	12.13-14 & 19.2018	Dept. of Food Science & Tech. (DFST)		7,440.00	-	7,440.00	Activity Design, Targeted list of participants, Notice of Activity/ Office Order/ Memo authorizing the conduct of the activity/ letter of invitations to participants, and pictures taken during the activity	IGF	Jeah Mae Ebero
21-013	42	H24	02/13/2020		11.12.2019	Dept. of Geodetic Engineering (DGE)		1,800.00	-	1,800.00	Activity Report with pictures (Nov.12, 2019)	IGF	Christopher Jhon "Bong" Sta Iglesia
21-013	43	B6	02/13/2020	Geotagging of the generated hazard maps in VSU	11.14.2019	Dept. of Geodetic Engineering (DGE)		2,400.00	-	2,400.00	Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-012	27	G47	01/10/2020	Pre-event meeting on the hospitality industry system seminar	11.15-16.2019	Dept. of Tourism and Hospitality Management (DTHM)		6,040.00	-	6,040.00	Notice of Meeting & Minutes of Meeting on Nov. 16, 2019	IGF	Christopher Jhon "Bong" Sta Iglesia

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-013		9 I41	02/07/2020	Lecture-seminar on DBE syllabus and TOS preparation and review	11.12.2019	Dept. of Tourism and Hospitality Management (DTHM)		1,700.00	-	1,700.00	Signed/ approved Training Design and Program, Notice of Activity/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-013	44	I43	02/13/2020	Capability building on Land use development and Infrastructure planning	12.10-11.2019	Eco-Farmi		51,220.00	-	51,220.00	Activity Report with pictures, & signed/ approved Activity/ Training Design	IGF	Darwin Marco
21-013	37	I43	02/13/2020	PCAARD-SERDAS Seminar series	10.02.2019	Extension Office		600.00	-	600.00	Activity Report with pictures	IGF	Marites "Mhatet" Catibo
21-013			02/13/2020	Meeting with PCAARRD and support staff from VSU for seminar series on Oct. 4, 2019	10.03.2019	Extension Office		1,600.00	-	1,600.00	Activity Report with pictures	IGF	Marites "Mhatet" Catibo
21-013	38	G59	02/07/2020	GAD Seminar	11.29.2019	GAD		52,800.00	-	52,800.00	Targeted List of Participants, Notice/ Office Order/ Memo. Authorizing the conduct of the activity or letter-invitations to participants, signed/ approved Activity Design, & Activity report with pictures	IGF	Menchu Sabando
21-013	4	I40	02/07/2020	Launching of participative nutrition enhancement approach (PNEA)	08.30.2019	GAD		6,150.00	-	6,150.00	Activity Design, Notice of Activity/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity Report with pictures	IGF	Menchu Sabando
21-013	15	J 24	02/13/2020	Launching of participative nutrition enhancement approach (PNEA)	08.22.2019	GAD		7,050.00	-	7,050.00	Activity Design, Notice of Activity/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity Report with pictures	IGF	Menchu Sabando
21-013	39	J 27	02/19/2020	Gender Sensitivity and Anti-sexual Harassment Orientation for BSHRTM Students	07.16.2019	GAD		10,700.00	-	10,700.00	Signed/ approved Activity/ Training Design, & Activity Report with pictures	IGF	Menchu Sabando
21-013	54	I45	02/07/2020	Welcome party for KCU exchange students	12.09.2019	IAO		1,200.00	-	1,200.00	Activity Report with pictures	IGF	Darwin Marco
21-013	62	G62	02/19/2020	QS Meeting	11.18.2019	IAO		2,850.00	-	2,850.00	Notice of Meeting and Minutes of Meeting	IGF	Darwin Marco
21-019	29	G88	09/25/2020	IHK Faculty and staff meeting	08.05-06.2020	IHK		1,500.00	-	1,500.00	Attendance Sheet, Notice of Meeting, Agenda, and Minutes of Meeting	IGF	Maribel Caballero
21-020	46	G94	10/27/2020	IHK Faculty & Staff Meeting	09.10.2020	IHK		1,100.00	-	1,100.00	Attendance Sheet, Notice of Meeting, & Minutes of Meeting	IGF	Maribel Caballero
21-012	13	G45	01/08/2020	Meeting with NIA-8 for the workshop preparation	10.15.2019	ISRDS		454.00	-	454.00	Notice of Meeting & Minutes of Meeting	IGF	Menchu Sabando
21-012	56	L 16	01/28/2020	Annual Operation Planning of the Baybay Dairy Cooperative	12.06.2019	ISRDS		9,600.00	-	9,600.00	Activity Design, Targeted list of participants, and Minutes of Meeting/ Activity Report with pictures	IGF	Menchu Sabando
21-013			02/07/2020	Book launching of Dr. Buenaventura B. Dargantes	12.20.2019	ISRDS		8,750.00	-	8,750.00	Activity Design, copy of the Program/ Schedule of Activities, Notice of Activity/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity reports with	IGF	Menchu Sabando
21-013	14	I42	02/07/2020	Plant-tissue culture training: laboratory establishment and management, culture techniques and protocols on selected crops	12.09-13.2019	NARC		49,200.00	-	49,200.00	Pictures taken during the activity	IGF	Jiya Mejia
21-016	16	I54	06/09/2020	ROTC lecture on DRRM - First Aid	02.22.2020	NSTP		3,240.00	-	3,240.00	Notice/ Office Order/ Memo. Authorizing the conduct of the activity, or letter-invitations to participants; Activity Report with pictures	IGF	Ian Godoy
21-014	22	I48	03/27/2020	Training of CWTS Facilitators on Community Entry	02.01.2020	NSTP		2,460.00	-	2,460.00	Training/ Activity Design, and Activity Report with pictures	IGF	Ian Godoy
21-012	1	K 10	01/07/2020	Culmination Program (119th Civil Service Commission Anniversary)	09.27.2019	ODAHRD		19,250.00	-	19,250.00	Activity Design & Activity/ Narrative Report with pictures	IGF	Menchu Sabando
21-012	6	L 17	01/07/2020	Faculty Development Review	09.23.2019	ODAHRD		7,675.00	-	7,675.00	Activity Report with pictures	IGF	Menchu Sabando
21-012	12	G45	01/08/2020	VSFC-AS Meeting	10.10.2019	ODAHRD		800.00	-	800.00	Minutes of Meeting	IGF	Menchu Sabando
21-012	35	G49	01/15/2020	VSFC-AS Meeting	11.07.2019	ODAHRD		720.00	-	720.00	Minutes of Meeting	IGF	Menchu Sabando
21-015	16	I50	05/14/2020	Year-end Performance Assessment & Operational Planning Workshop	12.10&11.2020	ODAHRD		47,350.00	-	47,350.00	Targeted list of Participants; Notice/ Office Order/ Memo. Authorizing the conduct of the activity, or letter-invitations to participants; and Activity Report with pictures	IGF	Menchu Sabando
21-016	26	G77	06/10/2020	VSFC-AS Meeting	03.05.2020	ODAHRD		580.00	-	580.00	Minutes of Meeting	IGF	Menchu Sabando
21-018	4	G82	08/06/2020	VSFC-AS Meeting	06.24.2020	ODAHRD		600.00	-	600.00	Minutes of Meeting	IGF	Menchu Sabando

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21-019	33	I63	09/30/2020	Cascading of the SWOT, Risk - Opportunities Assessment Risk (ROAM) and the Objectives - Targets & Progrmas	12.17.2019	ODAHRD		1,340.00	-	1,340.00	Notice of Meeting and Minutes of Meeting/ Activity Report with pictures	IGF	Menchu Sabando
21-021	9	I67	11/03/2020	Planning, ROAM & OTP Preparation Workshop for VSU's ACRO	09.18.2020	ODAHRD		1,200.00	-	1,200.00	Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, and Activity Report with pictures	IGF	Menchu Sabando
21-015	1	I49	05/06/2020	Re-echo Seminar Workshop on "How to Publish in Scopus Indexed Journals"	02.06-07.2020	Office of the Graduate School (OGS)		24,540.00	-	24,540.00	Signed/ approved Targeted List of Participants and Acticity Report with pictures	IGF	Maribel Caballero
21-014	5	H25	03/10/2020		01.09.2020	OP		615.00	-	615.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-012	23	J 22	01/10/2020	GSIS-GFAL MOA Signing	10.17.2019	OP		1,200.00	-	1,200.00	Notice of Meeting/ Activity, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-012	33	I35	01/15/2020	Continuation of IUC proposal workshop	08.27.2019	OP		2,500.00	-	2,500.00	Activity Design, Notice of Activity/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity Report with pictures	IGF	Jea Grace Bulacan
21-015	19	G70	05/20/2020	Meeting re discuss BOR action on reclassification of academic ranks through NBC 461-7th cycle	11.05.2019	OP		2,150.00	-	2,150.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-015	24	G70	05/22/2020	Meeting re: Preparation for VSU Anniversary 2020	02.03.2020	OP		1,500.00	-	1,500.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	10	H26	06/04/2020		10.08.2019	OP		4,210.00	-	4,210.00	Attendance Sheet and Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	11	H26	06/04/2020		12.25.2019	OP		8,700.00	-	8,700.00	Attendance Sheet/ List of persons served with their corresponding signatures, Activity Design, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-016	15	G75	06/08/2020	97th VSU Board of Regents Meeting (Teleconference)	04.28.2020	OP		1,800.00	-	1,800.00	Notice of Meeting and signed/ approved Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	21	G77	06/10/2020	Urgent meeting re: Class Arrangements	04.16.2020	OP		900.00	-	900.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	4	J 33	09/04/2020	Preparation for VSU Anniv. 2020	03.03.2020	OP		2,100.00	-	2,100.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	9	G85	09/11/2020	VSU-BOR Finance Committee Meeting	07.10.2020	OP		975.00	-	975.00	Attendance Sheet and Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	22	H30	09/22/2020		12.03-07.2018	OP		77,400.00	-	77,400.00	Pictures taken during the distribution of meals to fire victims	IGF	Jea Grace Bulacan
21-019	23	G88	09/25/2020	134th University ADCO Meeting	12.04.2018	OP		3,375.00	-	3,375.00	Notice of Meeting/ Activity and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	16	G91	10/12/2020	VSU Board of Regents Meeting	08.19.2020	OP		1,400.00	-	1,400.00	Notice of Meeting and signed/ approved Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	17	G91	10/12/2020	Crafting of proposal for submission to CHED	08.21.2020	OP		3,500.00	-	3,500.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	21	H32	10/19/2020		09.30.2019	OP		530.00	-	530.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	22	J 36	10/19/2020	Finalization of additional qualifiers	08.03.2020	OP		300.00	-	300.00	Minutes of Meeting/ Activity Report	IGF	Jea Grace Bulacan
21-020	24	G92	10/19/2020	Urgent meeting	08.13.2020	OP		960.00	-	960.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	25	H32	10/19/2020		01.11.2019	OP		17,540.00	-	17,540.00	Activity Design, Targeted List of Participants, copy of the program/ schedule of activities, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	33	H32	10/19/2020		01.20.2020	OP		645.00	-	645.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	34	G92	10/19/2020	Meeting with DPWH re: implementation public restrooms of national highway	02.14.2019	OP		360.00	-	360.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	35	J 37	10/19/2020	96th VSU Anniversary	04.27.2020	OP		31,250.00	-	31,250.00	Attendance Sheet, List of persons served with their respective signatures, Targeted List of Participants, Activity Design, Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	36	H33	10/19/2020		06.30.2020	OP		2,425.00	-	2,425.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	37	H33	10/19/2020		09.08.2020	OP		360.00	-	360.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan

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21-020	38	G93	10/19/2020	University fire safety, fencing & street lighting plan	09.14.2020	OP		200.00	-	200.00	Notice of Meeting/ Activity, and Minutes of Meeting/ Activity Report	IGF	Jea Grace Bulacan
21-020	39	G93	10/19/2020	Meeting on budgetary matters	09.02.2020	OP		540.00	-	540.00	Notice of Meeting/ Activity, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	40	L 23	10/19/2020	Presentation of Strategic and Tactical Plan	09.02.2020	OP		540.00	-	540.00	Notice of Meeting/ Activity, and Minutes of Meeting/ Activity Report	IGF	Jea Grace Bulacan
21-020	41	H33	10/19/2020		09.03.2020	OP		720.00	-	720.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	42	G93	10/19/2020	Follow-up meeting on DA-Biotech solicited meeting	06.08.2020	OP		1,980.00	-	1,980.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	43	H33	10/19/2020		06.01.2020	OP		450.00	-	450.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	44	H33	10/19/2020		08.09.2018	OP		540.00	-	540.00	Attendance Sheet, Notice of Meeting/ Activity, and Activity Report	IGF	Jea Grace Bulacan
21-020	51	H34	10/27/2020		06.15.2018	OP		1,140.00	-	1,140.00	Attendance Sheet, Activity Design, copy of the Program/ Schedule of Activities, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	56	L 24	10/27/2020	Presentation of Guide for Strategic Planning and Presentation of Forms	09.09.2020	OP		2,325.00	-	2,325.00	Activity/ Training Design, targeted List of Participants, Notice/ Office Order/ memo authorizing the activity/ letter invitations to participants, & Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	57	H34	10/27/2020		02.11&13.2019	OP		11,275.00	-	11,275.00	Activity/ Narrative Report with pictures	IGF	Jea Grace Bulacan
21-020	60	G96	10/30/2020	Budgetary Matters	09.15.2020	OP		250.00	-	250.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	61	H35	10/30/2020		07.30.2020	OP		700.00	-	700.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	62	H35	10/30/2020		07.15.2020	OP		780.00	-	780.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-021	11	H36	11/03/2020		04.19.2018	OP		1,200.00	-	1,200.00	Notice of Meeting, Agenda, Minutes of Meeting and pictures taken during the activity	IGF	Jea Grace Bulacan
21-021	12	H36	11/03/2020		04.20.2018	OP		1,440.00	-	1,440.00	Notice of Meeting, Agenda, Minutes of Meeting and pictures taken during the activity	IGF	Jea Grace Bulacan
21-021	13	H36	11/03/2020		04.19.2018	OP		3,100.00	-	3,100.00	Attendance Sheet/ List of persons served with their corresponding signatures, Activity Design, Notice/ Office Order/ Memo authorizing the activity/ invitation letters, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-021	14	H36	11/03/2020		06.28.2018	OP		2,990.00	-	2,990.00	Notice of Meeting, Agenda, Minutes of Meeting and pictures taken during the activity	IGF	Jea Grace Bulacan
21-021	16	G97	11/03/2020	General Assembly SUC ACAP	07.24.2020	OP		3,000.00	-	3,000.00	Attendance Sheet	IGF	Jea Grace Bulacan
21-021	21	H37	11/13/2020		05.31.2018	OP		6,420.00	-	6,420.00	Notice of Meeting, Agenda, Minutes of Meeting and pictures taken during the activity	IGF	Jea Grace Bulacan
21-021	22	I 68	11/13/2020	Seminar on Bomb Threat Awareness and Proper Response	04.05.2019	OP		15,650.00	-	15,650.00	Activity Design, Targeted List of Participants, copy of the program/ schedule of activities, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-021	23	H37	11/13/2020		12.07.2018	OP		3,065.00	-	3,065.00	Notice of Meeting, Agenda, Minutes of Meeting and pictures taken during the activity	IGF	Jea Grace Bulacan
21-014	12	A5	03/17/2020	To entertain FAREAST visitors	1.30.2020	OP		800.00	-	800.00	Attendance Sheet and Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	26	H32	10/19/2020		04.24-26.2019	OP - VSU Anniversary Funds		59,500.00	-	59,500.00	Attendance Sheet, Targeted List of Participants, Activity Design, Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-014	6	C3	03/10/2020	Hearing - Oclinaría Case	01.29.2020	OP-CF		720.00	-	720.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-015	21	E20	05/22/2020	Post-ISO External Audit Assembly	02.21.2020	OP-CF		112,350.00	-	112,350.00	Targeted List of Participants, Activity Design, copy of the program, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-015	26	C4	05/22/2020	Hearing - Admin Case No. 38	12.12.2019	OP-CF		660.00	-	660.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	2	G72	06/02/2020	Committee Meeting regarding Oclinaría's Case	03.03.2020	OP-CF		420.00	-	420.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	3	G72	06/02/2020	VSU Formal Investigation Committee Meeting	03.10.2020	OP-CF		480.00	-	480.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	4	G72	06/02/2020	Urgent meeting re: COVID-19 threat	03.11.2020	OP-CF		3,360.00	-	3,360.00	Notice of meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	10	H29	09/14/2020		07.14.2019	OP-CF		44,300.00	-	44,300.00	Attendance Sheet, Activity Design, copy of the Program/ Schedule of Activities, and Activity Report with pictures	IGF	Jea Grace Bulacan

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21-019	11	H29	09/14/2020		07.15.2019	OP-CF		1,430.00	-	1,430.00	Attendance Sheet, Activity Design, copy of the Program/ Schedule of Activities, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-019	12	H29	09/14/2020		07.16.2019	OP-CF		7,750.00	-	7,750.00	Attendance Sheet, Activity Design, copy of the Program/ Schedule of Activities, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-019	27	C5	09/25/2020	Hearing - Oclinaría Case	07.28.2020	OP-CF		720.00	-	720.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	8	C6	10/05/2020	Hearing - Oclinaría Case	08.04.2020	OP-CF		720.00	-	720.00	Minutes of Meeting/ Activity Report	IGF	Jea Grace Bulacan
21-020	13	C7	10/12/2020	Hearing - Oclinaría Case	08.27.2020	OP-CF		780.00	-	780.00	Minutes of Meeting / Activity Report	IGF	Jea Grace Bulacan
21-020	23	C8	10/19/2020	Hearing - Oclinaría Case	09.04.2020	OP-CF		780.00	-	780.00	Minutes of Meeting/ Activity Report	IGF	Jea Grace Bulacan
21-019	31	L 14	09/30/2020	Review of Quality Procedures under the Office of the President	07.18.2019	OP-ISO		600.00	-	600.00	Notice of Meeting/ Activity and Minutes of Meeting/ Activity Report	IGF	Jea Grace Bulacan
21-019	32	L 15	09/30/2020	Management Review of QMS	07.20.2019	OP-ISO		3,350.00	-	3,350.00	Notice of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-016	7	G73	06/03/2020	46th University Academic Council Meeting	03.10.2020	OP-UAC		25,300.00	-	25,300.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-012	14	G45	01/08/2020	137th University ADCO Meeting	11.13.2019	OP-UADCO		13,755.00	-	13,755.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-012	30	G48	01/15/2020	136th University ADCO meeting	10.07.2019	OP-UADCO		20,975.00	-	20,975.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-015	25	G70	05/22/2020	138th University ADCO Meeting	12.13.2019	OP-UADCO		3,375.00	-	3,375.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-016	1	G72	06/02/2020	University ADCO Meeting (Emergency)	03.13.2020	OP-UADCO		2,250.00	-	2,250.00	Notice of Meeting, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	8	G74	06/04/2020	140th University ADCO Meeting	03.06.2020	OP-UADCO		11,475.00	-	11,475.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-019	5	G85	09/11/2020	University ADCO Meeting	07.07.2020	OP-UADCO		720.00	-	720.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	13	G86	09/14/2020	University ADCO Meeting	07.03.2020	OP-UADCO		720.00	-	720.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	18	G87	09/17/2020	University ADCO Meeting	06.09.2020	OP-UADCO		2,400.00	-	2,400.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	19	G87	09/17/2020	University ADCO Meeting	07.19.2020	OP-UADCO		2,050.00	-	2,050.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	14	G91	10/12/2020	University ADCO Meeting	08.06.2020	OP-UADCO		8,010.00	-	8,010.00	Notice of Meeting and Minutes of Meeting / Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	18	G91	10/12/2020	University ADCO Meeting	08.24.2020	OP-UADCO		2,990.00	-	2,990.00	Notice of Meeting and Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	52	I66	10/27/2020	Workshop on the encoding of revisions of the Quality Procedures and forms of OVPA	09.02.2020	OVPA		390.00	-	390.00	Activity/ Training Design, Notice of Activity, & Activity Report	IGF	Jiya Mejia
21-020	55	G94	10/27/2020	Meeting and distribution of lms	09.07.2020	OVPA		360.00	-	360.00	Notice of Meeting, & Minutes of Meeting / Activity Report	IGF	Jiya Mejia
21-012	68	I39	01/29/2020	Workshop on SWOT ROA and OTP with officers under OVPAF	11.07-08.2019	OVPAF		20,200.00	-	20,200.00	Activity Report with pictures	IGF	Maribel Caballero
21-013	46	G60	02/13/2020	Meeting with PMT members and secretariat	11.27.2019	OVPAF		720.00		720.00	Notice of Meeting and Minutes of Meeting	IGF	Maribel Caballero
21-018	2	G82	08/13/2020	Online submission of Bids	06.23.2020	OVPAF		840.00	-	840.00	Notice of Meeting and Minutes of Meeting	IGF	Maribel Caballero
21-018	8	G82	08/13/2020	Meeting on the Review and Updating of the Work & Financial Plans	06.04.2020	OVPAF		750.00	-	750.00	Notice of Meeting and Minutes of Meeting (June 16, 2020)	IGF	Maribel Caballero
21-018	11	G82	08/13/2020	NAPB Meeting	06.25.2020	OVPAF		1,320.00	-	1,320.00	Minutes of Meetings	IGF	Maribel Caballero
21-019	7	I60	09/11/2020	RSP reorientation for end users (ODAHRD and PRPEO)	07.02.2020	OVPAF		720.00	-	720.00	Signed/ approved Training Proposal and Activity Report	IGF	Maribel Caballero
21-014	2	G63	03/05/2020	VSFC-AS Meeting	01.24.2020	OVPI		990.00	-	990.00	Minutes of Meeting	IGF	Jiya Mejia
21-012	5	L 17	01/07/2020	Faculty Development Review	09.27.2019	OVPI		5,800.00	-	5,800.00	Activity Report with pictures	IGF	Jiya Mejia
21-012	21	G46	01/08/2020	APB Meeting	11.21.2019	OVPI		1,040.00	-	1,040.00	Signed/ approved Minutes of the Meeting	IGF	Jiya Mejia
21-013	25	J 26	02/13/2020	Department Format of the Citizens Charter	12.04.2019	OVPI		2,000.00	-	2,000.00	Activity/ Training Design, Notice of Meeting/ Activity, & Minutes of the Meeting/ Activity Report	IGF	Jiya Mejia
21-016	25	G77	06/10/2020	Curriculum Committee Meeting (AB Philosophy and VSU Tolosa's Proposals)	03.04.2020	OVPI		2,100.00	-	2,100.00	Notice of Meeting and Minutes of Meeting	IGF	Jiya Mejia
21-018	6	G82	08/06/2020	VSFC-AS Meeting	06.03.2020	OVPI		600.00	-	600.00	Notice of Meeting and Minutes of Meeting	IGF	Jiya Mejia
21-018	16	G83	08/27/2020	VSFC-AS Meeting	07.10.2020	OVPI		660.00	-	660.00	Notice of Meeting and Minutes of Meeting	IGF	Jiya Mejia
21-019	21	G87	09/17/2020	VSFC-AS Meeting	07.23.2020	OVPI		720.00	-	720.00	Notice of Meeting, Agenda, and Minutes of Meeting	IGF	Jiya Mejia
21-013	21	G57	02/12/2020	VSFC-Scholarship Meeting & APB Meeting	12.16.2019	OVPI/ODAHRD		1,870.00	-	1,870.00	Notice of Meeting & Minutes of Meeting	IGF	Jiya Mejia
21-021	15	G97	11/03/2020	Uniform Committee Meeting	06.26.2018	OVPPRGAS		720.00	-	720.00	Attendance Sheet	IGF	Darwin Marco

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-012	44	H21	01/15/2020		10.02.2019	OVPPRGEA		19,475.00	-	19,475.00	Activity Design, Targeted list of participants, Notice of Activity/ Office Order/ Memo authorizing the conduct of the activity/ letter of invitations to participants, and Activity Report with pictures	IGF	Darwin Marco
21-013	58	I46	02/19/2020	Year-end Performance Assessment & Re-echo Seminar Workshop 2019 (Firefighting & Earthquake Drill/Water Rescue & CPR/Customer Care/Housekeeping)	12.18.2019	OVPPRGEA		8,000.00	-	8,000.00	Activity Design; Targeted List of Participants; Notice/ Office Order/ Memo. Authorizing the conduct of the activity, or letter-invitations to participants; and Activity report with pictures	IGF	Darwin Marco
21-015	6	I49	05/06/2020	Cascading for the Planning, Resource Generation & Commercialization	01.08.2020	OVPPRGEA		1,200.00	-	1,200.00	Minutes of Meeting/ Activity Report with pictures	IGF	Darwin Marco
21-016	9	G74	06/04/2020	Discussion on the Budget Call 2022	02.11.2020	OVPPRGEA		6,000.00	-	6,000.00	Minutes of Meeting/ Activity Report with pictures	IGF	Darwin Marco
21-016	22	H27	06/10/2020		03.05.2020	OVPPRGEA		300.00	-	300.00	Attendance Sheet, Notice of Meeting/ Activity, and Minutes of Meeting/ Activity Report	IGF	Darwin Marco
21-017	1	B7	07/03/2020	To withdraw office supplies and materials at PS-DBM Tacloban	05.22.2020	OVPPRGEA		2,640.00	-	2,640.00	List of persons who received the snacks and meals and their corresponding signatures	IGF	Darwin Marco
21-017	2	G79	07/03/2020	IGP Managers Meeting	05.12.2020	OVPPRGEA		650.00	-	650.00	Notice of Meeting and Minutes of Meeting	IGF	Darwin Marco
21-017	3	G79	07/03/2020	IGP Managers Meeting (Agriculture)	05.13.2020	OVPPRGEA		600.00	-	600.00	Notice of Meeting and Minutes of Meeting	IGF	Darwin Marco
21-017	4	G79	07/03/2020	Meeting re: COA First quarter report on GPPA	05.21.2020	OVPPRGEA		480.00	-	480.00	Notice of Meeting and Minutes of Meeting	IGF	Darwin Marco
21-017	9	B8	07/17/2020	To withdraw office supplies and materials at PS-DBM Tacloban	04.03.2020	OVPPRGEA		1,800.00	-	1,800.00	List of persons who received the snacks and meals and their corresponding signatures	IGF	Darwin Marco
21-017	10	B9	07/23/2020	To withdraw office supplies and materials at PS-DBM Tacloban	06.09.2020	OVPPRGEA		1,600.00	-	1,600.00	List of persons who received the snacks and meals and their corresponding signatures	IGF	Darwin Marco
21-017	11	H28	07/23/2020		06.11.2020	OVPPRGEA		3,750.00	-	3,750.00	Attendance Sheet, Activity/ Training Design, Notice of Meeting/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, and Minutes of Meeting/ Activity Report with pictures	IGF	Darwin Marco
21-019	17	I62	09/17/2020	Revisit of the VSU Strategic Plan and the Preparation of the SWOT-ROAM-OTP (and introducing the PESTLE)	07.29.2020	OVPPRGEA		1,260.00	-	1,260.00	Notice of Meeting/ Activity, and Minutes of Meeting/ Activity Report with pictures	IGF	Darwin Marco
21-020	9	G90	10/05/2020	Meeting on SPPMIS Implementation and TWG Function	07.01.2020	OVPPRGEA		600.00	-	600.00	Notice of Meeting	IGF	Darwin Marco
21-020	59	G95	10/28/2020	Meeting on 2021 Capital Outlay Projects	08.13.2020	OVPPRGEA		750.00	-	750.00	Notice of Meeting and Minutes of Meeting	IGF	Darwin Marco
21-020	15	B10	10/12/2020	To purchase office supplies from PS-DBM	07.29.2020	OVPPRGEA-BAC		1,170.00	-	1,170.00	List of persons who received the snacks and meals and their corresponding signatures	IGF	Darwin Marco
21-020	11	H31	10/08/2020	Alay Linis	08.25-26.2020	Philrootcrops - CASL		7,440.00	-	7,440.00	Activity Design and ActivityReport with pictures	IGF	Jiya Mejia
21-013	5	E17	02/07/2020	Finalization of all ISO documents in preparation for stage 1 audit	11.19& 21.2019	QAC		3,420.00	-	3,420.00	Activity Report	IGF	Jea Grace Bulacan
21-015	17	I50	05/14/2020	Seminar workshop on record matrix and NAP Form-1 Completion	12.13.2019	QAC		23,750.00	-	23,750.00	Pictures taken during the activity	IGF	Jea Grace Bulacan
21-013	40	I43	02/13/2020	RCDC Year-end Planning Workshop for 2020	12.16.2019	RCCRDC		19,565.00	-	19,565.00	Activity Design, copy of the Program/ schedule of activities, and pictures taken during the activity	IGF	Ian Godoy
21-020	50	G94	10/27/2020	University ADCO Meeting	07.13.2020	UADCO		1,840.00	-	1,840.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-014	14	J 28	03/17/2020	Proctors & Facilitators during the Conduct of VSU College Admission Test	01.25.2020	USSO		7,225.00	-	7,225.00	Activity Design and Activity Report with pictures	IGF	Ian Godoy
21-014	16	J 28	03/17/2020	Proctors & Facilitators during the Conduct of VSU College Admission Test	1.18.2020	USSO		3,780.00	-	3,780.00	Activity Design and Activity Report with pictures	IGF	Ian Godoy
21-012	9	I33	01/08/2020	Orientation on Student Housing-General Guidelines	10.23.2019	USSO		1,925.00	-	1,925.00	Activity Report with pictures	IGF	Ian Godoy
21-015	7	J 30	05/14/2020	VSU College Admission Test on Feb. 22, 2020	02.22.2020	USSO		3,505.00	-	3,505.00	Activity Design and Activity Report with Pictures	IGF	Ian Godoy
21-015	8	J 30	05/14/2020	VSU College Admission Test on Feb. 29, 2020	02.29.2020	USSO		4,000.00	-	4,000.00	Activity Design and Activity Report with Pictures	IGF	Ian Godoy

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-015	10	G69	05/14/2020	Writeshop for the free education billing, 2nd sem SY 2019-2020 External Campuses & Main Campus	02.17-21.2020	USSO		3,070.00	-	3,070.00	Activity Design and Activity Report with Pictures	IGF	Ian Godoy
21-016	20	J 32	06/09/2020	VSU College Admission Test on March 7, 2020	03.07.2020	USSO		7,774.00	-	7,774.00	Activity Design and Activity Report with pictures	IGF	Ian Godoy
21-013	60	I46	02/19/2020	VSU Apartelle year-end review and planning workshop	12.16.2019	VSU Apartelle		3,670.00	-	3,670.00	Signed/ approved Training Design, Notice/ Office Order/ Memo. Authorizing the conduct of the activity, or letter-invitations to participants, and Activity Report with pictures	IGF	Darwin Marco
21-012	17	I34	01/08/2020	Teacher's-Counselors Café	10.26.2019	VSU HIS		9,800.00	-	9,800.00	Activity Design & Activity Report with pictures	IGF	Maribel Caballero
21-012	19	K 11	01/08/2020	Teachers Day Celebration	10.14.2019	VSU HIS		3,850.00	-	3,850.00	Activity Design & Activity Report with pictures	IGF	Maribel Caballero
21-012	26	G47	01/10/2020	Parents Consultation Meeting	11.05.2019	VSU HIS		4,900.00	-	4,900.00	Minutes of Meeting/ Activity Report with pictures	IGF	Maribel Caballero
21-012	16	I34	01/08/2020	Standard First-Aid Training	10.16-18.2019	VSU Hospital		43,520.00	-	43,520.00	Activity Report with pictures	IGF	Darwin Marco
21-012	37	H20	01/15/2020		09.10-11.2019	VSU IHS		14,200.00	-	14,200.00	Activity Design, signed/ approved target list of participants, and Activity Report with pictures	IGF	Maribel Caballero
21-017	5	I57	07/03/2020	Orientation of Immersion Teachers	01.23.2020	VSU IHS		700.00	-	700.00	Activity Report	IGF	Maribel Caballero
21-017	6	I57	07/03/2020	SHS Grade 12 Pre-immersion orientation	01.17.2020	VSU IHS		600.00	-	600.00	Activity Report	IGF	Maribel Caballero
21-021	1	K 24	11/03/2020	Career Guidance day	01.31.2020	VSU IHS		2,450.00	-	2,450.00	Activity Design, signed/ approved list of participants, and Activity Report with pictures	IGF	Maribel Caballero
21-013	34	I43	02/13/2020	Google classroom workshop	12.12.2019	VSU Web Team/OVPI		4,200.00	-	4,200.00	Activity Report with pictures	IGF	Darwin Marco
21-013	35	I43	02/13/2020	Google classroom workshop	12.13.2019	VSU Web Team/OVPI		4,200.00	-	4,200.00	Activity Report with pictures	IGF	Darwin Marco

2nd Batch (charged to Internally Generated Funds)**Annex B – List of Accounting Personnel Assigned per Office**

Assigned Accounting Personnel/ Concerned Office	To comply
Christopher Jhon "Bong" Sta Iglesia	
COE	4,200.00
Department of Economics (DOE)	13,500.00
Dept. of Civil Engineering (DCE)	38,450.00
Dept. of Geodetic Engineering (DGE)	4,200.00
Dept. of Tourism and Hospitality Management (DTHM)	7,740.00
Darwin Marco	
Eco-Farmi	51,220.00
IAO	4,050.00
OVPPRGAS	720.00
OVPPRGEA	49,105.00
OVPPRGEA-BAC	1,170.00
VSU Apartelle	3,670.00
VSU Hospital	43,520.00
VSU Web Team/OVPI	8,400.00
Ian Godoy	
College of Veterinirary Medicine (CVM)	23,900.00
NSTP	5,700.00
RCCRDC	19,565.00
USSO	31,279.00
Jea Grace Bulacan	
Culture and the Arts Center (CAC)	24,990.00
OP	225,800.00
OP - VSU Anniversary Funds	59,500.00
OP-CF	174,470.00
OP-ISO	3,950.00
OP-UAC	25,300.00
OP-UADCO	68,720.00
QAC	27,170.00
UADCO	1,840.00
Jeah Mae Ebero	
Dept. of Animal Science (DAS)	13,760.00
Dept. of Food Science & Tech. (DFST)	7,440.00
Jiya Mejia	
NARC	49,200.00
OVPAAs	750.00
OVPI	13,910.00
OVPI/ODAHRD	1,870.00
Philrootcrops - CASL	7,440.00

Maribel Caballero	
IHK	2,600.00
Office of the Graduate School (OGS)	24,540.00
OVPAF	24,550.00
VSU HIS	18,550.00
VSU IHS	17,950.00
Marites "Mhatet" Catibo	
Extension Office	2,200.00
Menchu Sabando	
Biotechnology	4,850.00
Department of Liberal Arts and Behavioral Sciences (DLABS)	1,400.00
GAD	66,000.00
GAD	10,700.00
ISRDS	18,804.00
ODAHRD	79,515.00
Grand Total	1,288,158.00