

January 26, 1994

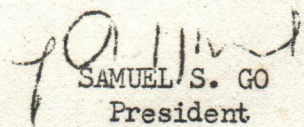
MEMORANDUM NO. 14
Series of 1994

T O: All Projects-In-Charge

R E: Submission of Project Reports

Inherent in your assignment as Project-In-Charge is your financial and/or property responsibility. Other than meeting the usual accounting requirements, your project reports relieve you of your financial responsibility during the period covered by the reports after such reports have been approved and found correct. Non-submission of project reports means that you are still financially accountable to the government and this has serious repercussions when you clear yourselves from money and property responsibility in the future. The extent of your financial liability will be determined by COA, following standard procedures, in the absence of the reports. Furthermore, non-submission of project reports can be a negative factor in the assessment of work performance.

In view of the foregoing information, staff members concerned should take the project report requirement from the positive point of view. The reports can relieve you from financial and property liability. Therefore, kindly help yourselves by submitting soonest the required project reports. It pays to follow this requirement.


SAMUEL S. GO
President

cc: Dr. N. Pascual
Prof. P. Marqu  z
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