



**MEMORANDUM CIRCULAR NO. 109**

Series of 2024

**TO: All Vice Presidents  
VITA Campuses Chancellors  
FMO Director  
Budget Officers  
Accountants  
Procurement Officers  
Bids and Awards Committee  
All College Deans  
All Department Heads  
Research Directors**

**RE: Due Diligence Requirements for Financial Transaction Signatories**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: May 31, 2024**

In compliance with Republic Act No. 9184 (Government Procurement Reform Act), Executive Order No. 292 (Administrative Code of 1987), Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), and other pertinent laws, all signatories involved in the procurement of goods and services are directed to adhere to due diligence principles applicable to transactions obtained through various channels, including public bidding, Purchase Requests (PRs), Abstracts of Quotations (AQs), Purchase Orders (POs), Requests for Obligation, Vouchers, and other relevant modes.

As public officials, it is incumbent upon us to exercise prudence and meticulousness in every financial transaction to uphold transparency, fairness, and accountability. Before affixing your signatures to any financial transaction documents, you are further required to scrutinize procurement procedures, validate budgetary allocation, verify document Accuracy, and comply with the university policies.

The undersigned urges all signatories involved in financial transactions to prioritize compliance and rigorously observe these due diligence requirements.

For your information and usual support.

cc: File  
Records Office

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000