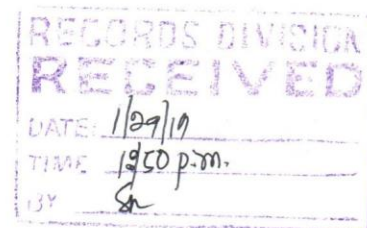




29 January 2019

MEMORANDUM NO. 38
Series of 2019



T	O:	Ms. Louella C. Ampac Ms. Erlinda S. Esguerra Ms. Corazon U. Nuevo Ms. Alice M. Flores	Director of Finance Head, Accounting Office Head, Cash Division Head, SPPMO
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SUBJECT: Training Needs on Internal Audit and Allied Services

1. The Association of Government Internal Auditors, Inc. is offering trainings/seminars for CY 2019 that aims to improve efficiency and effectiveness of government servants in the field of internal audit and allied services.
2. The administration believes that these trainings will strengthen the knowledge and skills of university's administrative workers to become more competent, responsive and effective public servants.
3. In view of this, please submit the list of staff that needs to be trained on the appropriate training below, to wit:
 - a. Laws and Rules on Government Expenditure (LARGE)
 - b. Property and Supply Management System (PSMS)
 - c. Cash Management and Control System (CMCS)
 - d. Appraisal and Disposal of Government Property (ADGP)
 - e. GAD Planning, Budgeting and Auditing (GPBA)
 - f. Rules and Regulations on Settlement of Accounts (RSSA) and the Revised Rules of Procedures
 - g. Accounting for Non-Accountants
4. For consolidation, submit your recommendations to the Office of the Director for Administration and Human Resource Development on or before January 30, 2019.

For your urgent compliance.


EDGARDO E. TULIN
President