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Office of the President

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MEMORANDUM NO. 224

Series of 2008

T O: Mrs. Roberta C. Lemos

R E: Collection of Employees' Accounts with the Infirmary and Rice Project by Withholding Amount from Their Salaries/Benefits

The 2007 Annual Audit Report of COA emphasized the university's failure to collect from employees with accounts from the Infirmary and the Rice Projects.

Part of the Auditor's recommendation is for this office to withhold amounts from the salaries and benefits of the employees concerned until the full amount is settled.

You are therefore directed to initiate actions to implement the Auditor's recommendation.

Please be guided accordingly.

JOSE L. BACUSMO
President *mc* 11/6/08

cc: OVPPRG
Infirmary
IGPO
COA
ODA
Records
File