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June 25, 1993

MEMORANDUM NO. 92
Series of 1993

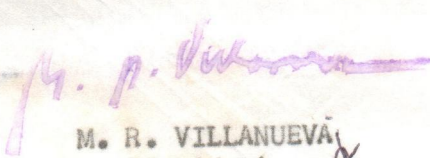
T O: The Cashier
The Chief Accountant

R E: Monitoring and Recording Dollar Transactions

Effective immediately, you are advised to keep separate cashbook and ledger to record in dollars all transactions charged to dollar accounts. Likewise, separate cashbook and ledger with adequate subsidiary accounts shall be kept to record the proceeds of withdrawals and disbursements as converted into pesos.

These measures shall be adopted to improve internal control system in managing collections, deposits and withdrawals in dollar or any foreign currency.

For compliance.


M. R. VILLANUEVA
President

CC: OBA
COA