



17 January 2024

MEMORANDUM CIRCULAR NO. 07

Series of 2024

T O: All Concerned Offices

R E: Compliance to COA Notice of Suspension on Food Expenses

In October 2021, we received thirty-three (33) Notice of Suspensions (NS) issued by the COA related to food expenses incurred last 2020 and 2019 across all funds with the total amount of P6,190,622.75. In compliance to the NS, we submitted supporting documents in 2022. After reviewing the documents that we submitted to them, the COA issued Notice of Settlement of Suspension/Disallowance/Charge (NSSDC) related to eleven (11) NS. Based on the NSSDC issued by the COA, of the P2,131,691.00 suspended amount, P596,320.00 has been partially settled leaving an unsettled balance of P1,535,371.00 which still needed to be complied by submitting the required lacking documents.

In view of this, the different offices concerned are directed to submit the lacking documents required by the COA (**Annex A**) to the Accounting Office for consolidation. Please refer to **Annex B** for the assigned Accounting Office personnel who will assist you on this matter. Kindly coordinate with them thru IP Phone Local No. 1006 or IP messaging.

Moreover, kindly note that only 11 out of 33 NS has been issued NSSDC by the COA, this means that another NSSDC might be followed pertaining to the remaining 22 NS. There is also a possibility that the documents submitted are not acceptable by COA or the justifications submitted are not considered.

Please comply with the above requirements **not later than February 2, 2024**. Failure to comply will lead to the issuance of Notice of Disallowance which will require us to refund the disbursed amount.

For prompt compliance.

DANIEL LESLIE S. TAN
OIC President

OFFICE OF THE PRESIDENT

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Annex A – Lacking Supporting Documents Needed

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To Comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-003	15	K 4	03.24.2020	VSU Biotechnology Society Quiz Show (Biotech Wiz)	02.13-14.2020	Biotechnology	80.45	6,250.00	-	6,250.00	Activity Design, Activity Report, & approved Activity Permit/ Memo. Authorizing the conduct of the activity (Feb. 13-14, 2020); and Attendance Sheet & Agenda/ Program of Activities (Feb. 14, 2020)	RAF	Menchu Sabando
21-005	27	L 7	05.27.2020	2020-25 Unified CAFS Research Program Planning	01.31.2020	CAFS	50	16,375.00	-	16,375.00	Signed/ approved Activity Report (proceeding report with pictures)	RAF	Jeah Mae Ebero
21-010	2	I23	10.06.2020	CAFS Orientation Program	08.24.2020	CAFS	25	6,500.00	-	6,500.00	Activity Design, a copy of the program/ schedule of activities, & Activity Report	RAF	Jeah Mae Ebero
21-009	21	D4	09.29.2020	Demo and Interview of applicants	7.10&13.2020	COE	9	4,560.00	-	4,560.00	Activity Report with pictures	RAF	Christopher Jhon "Bong" Sta Iglesia
21-010	7	J 13	10.06.2020	CFES Student's Onboarding	08.27.2020	College of Forestry and Environmental Sciences (CFES)	5	1,200.00	-	1,200.00	Activity Report with pictures	RAF	Ian Godoy
21-010	48	G37	10.27.2020	CME General Assembly	3.06.2020	College of Management and Economics (CME)	75	19,500.00	-	19,500.00	Activity Design,& Activity Report with pictures	RAF	Christopher Jhon "Bong" Sta Iglesia
21-001	11	H1	01.08.2020		11.25.2019	College of Veterinary Medicine (CVM)	7&10	4,420.00	-	4,420.00	Activity Design & Notice/ Office Order/ Memo. Authorizing the activity	RAF	Ian Godoy
21-001	54	G6	01.15.2020	CVM Emergency Meeting RE: Non-Conformance Findings	10.1-2.2019	College of Veterinary Medicine (CVM)	20.15 15	2,650.00	-	2,650.00	Notice of Meeting/ Activity with Agenda, & Minutes of Meeting for Oct. 2, 2019 - snacks were served amounting to P900.00.	RAF	Ian Godoy
21-009	5	I19	09.10.2020	To Present paper of the Regional Advisory Committee of Disease Control	3.03.2020	College of Veterinary Medicine (CVM)	7	2,600.00	-	2,600.00	Activity Design & Activity Report with pictures	RAF	Ian Godoy
21-010	49	G37	10.27.2020	Institutional Animal Care & Use Committee (IACUC) Meeting	8.04.2020	College of Veterinary Medicine (CVM)	5	300.00	-	300.00	Minutes of the Meeting	RAF	Ian Godoy
21-011	13	G39	11.10.2020	CVM Special Meeting Research and Extension Committee Meeting	8.17.2020	College of Veterinary Medicine (CVM)	13 11	7,620.00	-	7,620.00	Activity Design & Activity Report with pictures	RAF	Ian Godoy
21-004	14	G16	04.23.2020	RCTWG and RCVIG Meeting	11.28-29.2019	DA, Philrootcrops	5.40.25.40.7	52,550.00	-	52,550.00	Duly signed/ approved Minutes of Meeting, Activity Design, pictures taken during the activity, & a copy of the program/ schedule of activities (Nov 28-29, 2019). Supporting documents such as an attendance sheet for the meals served on Nov 27 & 30, 2019 amounting to P2,650.00 which were included in the payment	RAF	Jiya Mejia
21-011	9	D7	11.04.2020	Demo for Faculty Applicants	7.13.2020	DBM	5	1,175.00	-	1,175.00	Notice of Meeting/ Activity, & Activity Report with pictures	RAF	Christopher Jhon "Bong" Sta Iglesia
21-001	33	I2	01.08.2020	Agroecosystem Analysis and Soil Fertility Evaluation	11.25.2019	Department of Agro	35	11,375.00	-	11,375.00	Notice/ Office Order/ Memo. Authorizing the activity, or letter-invitations acknowledged by participants, & Activity Report with pictures.	RAF	Menchu Sabando
21-002	6	A1	02.20.2020	SSCebu Foundation BOARD Members visit to VSU	1.16-18.2020	Department of Horticulture (DOH)	6	2,100.00	-	2,100.00	Signed guest list & the purpose of the visit of visitors from another country, and pictures during the activity.	RAF	Jeah Mae Ebero
21-006	8	I14	06.02.2020	DLABS 4th lecture series	03.02.2020	Department of Libe	40	2,000.00	-	2,000.00	Activity Design and Activity Report with pictures.	RAF	Menchu Sabando
21-009	1	D3	09.03.2020	Virtual Demo and Interview	7.6-9.2020	Department of Libe	5 4	5,700.00	-	5,700.00	Activity Design & Activity Report with pictures	RAF	Menchu Sabando
21-005	3	G17	05.07.2020	Meeting	02.4&6.2020	Department of Mechanical Engineering (DME)	10	800.00	-	800.00	Attendance Sheet, Notice of Meeting, & Minutes of the Meeting for the snacks served on Feb 4, 2020, amounting to P600.00, included in the payment	RAF	Christopher Jhon "Bong" Sta Iglesia
21-001	27	I3	01.08.2020	Ecological Pest Mgmt (EPM): Common Arthropod Pests of Vegetables and their Sustainable Mgmt	11.14.2019	Department of Pest Management (DPM)	6.25.19.25	7,580.00	-	7,580.00	Notice/ Office Order/ Memo. Authorizing the activity, or letter-invitations acknowledged by participants, & Activity Report with pictures.	RAF	Jeah Mae Ebero

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To Comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-007	2	H12	07.9.2020		2.27-28.2020	Department of Pest Management (DPM)	12(BF), 18(lunch/ dinner)	30,450.00	-	30,450.00	Activity/ Training Design, Notice of the Activity/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity Report with pictures	RAF	Jeah Mae Ebero
21-009	12	I20	09.16.2020	OBE Syllabus Technical Writing Workshop	12.16-17.2019	Department of Pest Management (DPM)	15	16,950.00	-	16,950.00	Activity Design, Notice of Activity/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity Report with pictures	RAF	Jeah Mae Ebero
21-001	6	K 1	01.08.2020	Culmination Program on the Series of Training on IM06	11.08.2019	Dept. of Agriculture & Extension (DAEEX)	50	17,500.00	-	17,500.00	Activity/Training Design, signed/approved targeted list of participants, Notice/Office Order/ Memo. Authorizing the activity or letter-invitations acknowledged by participants, & Narrative/ Activity Report with pictures	RAF	Jeah Mae Ebero
21-006	7	I14	06.02.2020	Green-the-Home Planning Workshop	3.07.2020	Dept. of Agriculture & Extension (DAEEX)	25	4,750.00	-	4,750.00	Activity Report & Notice/ Office Order/ Memo. Authorizing the activity, or letter-invitations to the target participants	RAF	Jeah Mae Ebero
21-001	43	I4	01.15.2020	Baseline Data Gathering (Impact Study)	11.29.2018	Dept. of Food Science & Tech. (DFST)	20	4,150.00	-	4,150.00	Activity Design, & Notice/ Office Order/ Memo. Authorizing the activity	RAF	Jeah Mae Ebero
21-001	61	I6	01.15.2020	Basic of Quality Assurance and Control	11.13.2019	Dept. of Food Science & Tech. (DFST)	60.60.50	36,700.00	-	36,700.00	Notice/ Office Order/ Memo. Authorizing the activity, or letter-invitations to target participants. (Nov 13-15, 2019) Attendance Sheet For the snacks served on Nov 14, 2019 amounting to P2,100.00	RAF	Jeah Mae Ebero
21-011	20	E14	11.16.2020	ISO re-echo Seminar	7.19.2020	Dept. of Food Science & Tech. (DFST)	8	790.00	-	790.00	Notice of Meeting/ Activity & Activity Report with pictures	RAF	Jeah Mae Ebero
21-001	44	I4	01.15.2020	Orientation on Geotagging Protocol	11.6-7.2019	Dept. of Geodetic Engineering (DGE)	10.4	3,000.00	-	3,000.00	Activity Design Nov. 06, 2019; Notice of Meeting/ Activity on Nov. 07, 2019; & Minutes of Meeting/ Activity Report with pictures on Nov. 6 & 7, 2019.	RAF	Christopher Jhon "Bong" Sta Iglesia
21-006	10	G21	06.02.2020	Emergency Meeting	10.04.2020	Dept. of Geodetic Engineering (DGE)	10	600.00	-	600.00	Notice of the Meeting with Agenda, and Minutes of Meeting (Oct 4, 2020).	RAF	Christopher Jhon "Bong" Sta Iglesia
21-002	8	G11	02.27.2020	Dept. Meeting	1.07.2020	Dept. Of Meteorology	10	600.00	-	600.00	Minutes of Meeting	RAF	Christopher Jhon "Bong" Sta Iglesia
21-005	8	I12	05.07.2020	Writeshop	02.07-08.2020	Dept. Of Meteorology	4	4,620.00	-	4,620.00	Activity Design and Activity Report with pictures	RAF	Christopher Jhon "Bong" Sta Iglesia
21-009	27	H13	09.29.2020		11.20.2019	DFST	21	22,300.00	-	22,300.00	Attendance Sheet (Nov 18-19, 2019), Activity Report (Nov 18, 2019), and pictures taken during the activity. Notice of Activity/ Office Order/ Memo authorizing the conduct of the activity/ letter of invitations to participants (Nov 18 to 20, 2019)	RAF	Jeah Mae Ebero
21-001	58	B1	01.15.2020	Cross Visitation to Canaan Farm	11.18.2019	Eco-Farmi	8	3,440.00	-	3,440.00	Signed/ approved Activity Report & Activity Design, & Notice/ Officer Order/ Memo. Authorizing the activity	RAF	Darwin Marco
21-006	25	H11	06.10.2020		02.17.2020	Education	5	1,000.00	-	1,000.00	Activity Report	RAF	Christopher Jhon "Bong" Sta Iglesia
21-005	2	I12	05.07.2020	Training Workshop on Data Mgmt. And Descriptive Statistics using SPSS	01.30.2020	Extension	13	4,250.00	-	4,250.00	Activity Report with pictures & duly signed/ approved Training Design.	RAF	Marites "Mhatet" Catibo
21-005	9	I12	05.07.2020	Training Workshop on Parametric Analysis for Socio-Economic Research	02.12.2020	Extension	12	4,240.00	-	4,240.00	Duly approved/ signed Training Design, and Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-011	42	G43	11.26.2020	GFPS TWG Meeting	2.24.2020	GAD	13	5,300.00	-	5,300.00	Activity Design & pictures taken during the activity	RAF	Menchu Sabando
21-011	43	I30	11.26.2020	Gender Sensitivity and Anti-sexual Harassment Orientation for BSHRTM Students for OJT	1.09.2020	GAD/ASHO	51 (am), 49 (pm)	28,800.00	-	28,800.00	Duly signed/ approved Activity Design, and Activity Report with pictures	RAF	Menchu Sabando
21-001	19	F1	01.08.2020	HRMIS Presentation of the Procurement Mgmt Plan (PPMP) System	11.13& 15.2019	HRMIS	35 25	17,445.00	-	17,445.00	Activity Design & Activity Report Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-001	55	F2	01.15.2020	Presentation and Training of RSP and Plantilla Mgmt. System	11.25-26.2019	HRMIS	70.75 200.40	59,425.00	-	59,425.00	Activity Report	RAF	Maribel Caballero

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21-001	56	F2	01.15.2020	HRMIS mmeeting on Electronic Records Mgmt.	11.19& 23.2019	HRMIS	10.2	8,060.00	-	8,060.00	Activity Design	RAF	Maribel Caballero
21-002	1	G10	02.06.2020	HRMIS Update Meeting	12.14.2019	HRMIS	30.4	16,410.00	-	16,410.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-002	2	F3	02.06.2020	HRMIS Presentation on the Development of the Records Mgmt. System	12.16.2019 12.17.2019	HRMIS	20 20	3,200.00	-	3,200.00	Activity Design & Activity Report with pictures Activity Design & Activity Report with pictures	RAF	Maribel Caballero
				HRMIS Presentation on the Development of the Electronic Daily Attendance Tracking (eDATS)									
21-003	12	F4	03.24.2020	SPMS Workshop	01.07-08.2020	HRMIS	15.24 25	6,540.00	-	6,540.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-004	5	G15	04.07.2020	HRMIS Update Meeting	2.15.2020	HRMIS	17	3,400.00	-	3,400.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-004	7	F5	04.23.2020	HRMIS Final Presentation on Electronic Records Mgmt. System	1.23.2020	HRMIS	20	1,400.00	-	1,400.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-006	11	F6	06.02.2020	HRMIS Annual Update of Developed Programs	1.13.2020 1.16.2020	HRMIS	35 30	4,875.00	-	4,875.00	Activity Design & Activity Report with pictures Activity Design & Activity Report with pictures	RAF	Maribel Caballero
				SPPMIS Update Presentation									
21-006	19	I16	06.08.2020	Workshop	3.10.2020	HRMIS	150.12	31,230.00	-	31,230.00	Activity Report	RAF	Maribel Caballero
21-006	20	F7	06.08.2020	Presentation of the Electronic Daily Attendance Tracking System (eDATS)	2.28.2020	HRMIS	15.25.60	9,600.00	-	9,600.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-006	21	F7	06.08.2020	Presentation on the Progress of thr Payroll Mgmt. Module	3.11.2020	HRMIS	20	1,200.00	-	1,200.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-007	13	F10	07.28.2020	Presentation on Supplies and Properties Mgmt. System	2.24.2020 2.25.2020 2.27.2020	HRMIS	30 30 15	4,800.00	-	4,800.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
				Presentation of Developed programs with DBM									
21-009	25	I22	09.29.2020	eNGAS and eBudget Meeting									
21-009	25	I22	09.29.2020	Orientation on the new SPPMIS via Video Conference with new members of the BAC	7.20.2020	HRMIS	33 15	6,160.00	-	6,160.00	Attendance Sheet, Notice of Meeting/ Activity, and Minutes of Meeting/ Activity Report with pictures, for the meals served on July 23, 2020 amounting to P3,000.00.	RAF	Maribel Caballero
21-010	22	F12	10.14.2020	Launching and turnover of eRecords system	8.24.2020 8.28.2020	HRMIS	15 75	18,550.00	-	18,550.00	Activity/ Training Design & Activity Report with pictures	RAF	Maribel Caballero
				Training on identification of proper and complete items Technical Specification and Parameters and orientation of the Purchase Request module of the Supply Properties Procurement Mgmt. Information System (SPPMIS)									
21-010	24	F12	10.14.2020	Mgmt. Information System (MIS) 2021 Project)	08.18.2020 8.20.2020	HRMIS	10 65	22,900.00	-	22,900.00	Activity/ Training Design & Activity Report with pictures	RAF	Maribel Caballero
				Workshop on listing and categorization of items for the PPMP									
21-001	28	J 1	01.08.2020	(Snacks served during ASEAN Quiz Show)	08.27.2019	IAO	100	5,000.00	-	5,000.00	Activity Design and Activity Report with pictures.	RAF	Darwin Marco
21-001	29	I3	01.08.2020	Seminar on Humanosphere Potentiality Index	Sept. 11, 16, 17, 19 & 20, 2019	IAO	*.80.3.3.3	19,060.00	-	19,060.00	Activity / Training Design, Notice / Office Order/ Memo. Authorizing the activity, or letter-invitations acknowledged by participants, & Activity Report with pictures (Sept. 16, 2019)	RAF	Darwin Marco
21-006	32	G24	06.17.2020	QS Meeting	02.21.2020	IAO	35	9,100.00	-	9,100.00	Activity Design & Activity Report with pictures	RAF	Darwin Marco
21-006	36	G25	06.29.2020	QS Meeting	03.09.2020	IAO	30	1,800.00	-	1,800.00	Agenda & Minutes of the Meeting	RAF	Darwin Marco
21-007	1	H12	07.9.2020		3.13.2020	IAO	6	1,200.00	-	1,200.00	Activity report with pictures	RAF	Darwin Marco
21-008	8	J 11	08.20.2020	Sebisyo Kabataan Online-Live episode	6.19.2020	IO - Web Team	12	770.00	-	770.00	Activity Design & Activity Report with pictures	RAF	Darwin Marco
21-008	9	J 11	08.20.2020	Sebisyo Kabataan Online-Live episode	6.26.2020	IO - Web Team	12	1,420.00	-	1,420.00	Activity Design & Activity Report with pictures	RAF	Darwin Marco
21-010	36	J 14	10.16.2020	Mobile Museum	3.02.2020	IO - Web Team	50	3,000.00	-	3,000.00	Activity Design & Activity Report with pictures	RAF	Darwin Marco

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21-011	36	G42	11.24.2020	Meeting	10.06.2020	IO - Web Team	6	350.00	-	350.00	Notice of Meeting with Agenda & Minutes of the Meeting	RAF	Darwin Marco
21-002	9	I7	02.27.2020	Training on Participative Nutrition Enhancement Approach	1.31.2020	ISRDS	75	25,125.00	-	25,125.00	Signed/ approved Training Design, & Activity Report with pictures	RAF	Menchu Sabando
21-003	2	G12	03.10.2020	Meeting with the Alliance of Gov't Workers in the Water Sector (AGWWAS)	01.10.2020	ISRDS	18	3,600.00	-	3,600.00	Notice of the Meeting with Agenda, and Minutes of the Meeting	RAF	Menchu Sabando
21-005	16	G18	05.18.2020	Baybay Dairy Cooperative (BDC) General Assembly Meeting	02.28.2020	ISRDS	40	6,000.00	-	6,000.00	Signed/ approved Minutes of the meeting	RAF	Menchu Sabando
21-010	46	I26	10.27.2020	Remaining relevant and resilient in the time of pandemic	9.04.2020	ISRDS	10	3,100.00	-	3,100.00	Activity Design, Notice of Activity, & Activity Report with pictures	RAF	Menchu Sabando
21-011	46	G43	11.26.2020	Regional Gender and Development Committee Meeting	2.03.2020	ISRDS	59	23,600.00	-	23,600.00	Activity Design, Notice of Meeting/ Activity, signed/ approved highlights of the meeting, & pictures taken during the activity.	RAF	Menchu Sabando
21-011	37	H19	11.24.2020		9.09.2020	ITEEM	8	450.00	-	450.00	Activity Report	RAF	Ian Godoy
21-004	11	I11	04.23.2020	Awareness Seminar on RA No. 11032	11.27.2019	Legal Office	75	4,500.00	-	4,500.00	Copy of the program/ Schedule of Activities, & Activity Report with pictures	RAF	Maribel Caballero
21-001	62	I6	01.15.2020	Training Orientation on Potential Coconut-based livelihood Options and IPM/EPM for Intercrops in Camansihay	11.15.2019	NCRC	50	13,000.00	-	13,000.00	Signed/ approved Training Design & Target List of Participants; Notice/ Office Order/ Memo. Authorizing the activity, or letter-invitations to target participants.	RAF	Jiya Mejia
21-001	41	I4	01.15.2020	Orientation in the Preparation of PDF	11.15.2019	ODAHRD	40	2,600.00	-	2,600.00	Program Agenda/ Schedule of Activities, and Activity Report with pictures	RAF	Menchu Sabando
21-004	2	J 7	04.07.2020	Benchmarking USTP	2.05.2020	ODAHRD	10 10.20	11,100.00	-	11,100.00	Attendance Sheet and Activity Report for Feb. 5, 2020	RAF	Menchu Sabando
21-004	9	I11	04.23.2020	Orientation of the Newly Hired Faculty	1.31.2020	ODAHRD	60	18,525.00	-	18,525.00	Activity Report with pictures	RAF	Menchu Sabando
21-010	17	G34	10.06.2020	VSCF-AS Meeting	08.05.2020	ODAHRD	15	1,800.00	-	1,800.00	Minutes of the Meeting. Notice of the Meeting with Agenda, and Minutes of Meeting	RAF	Menchu Sabando
21-009	2	I18	09.03.2020	Strategic Planning Workshop for the Office of the UHERS	7.08-10.2020	ODAHRD/UHERS	15	13,485.00	-	13,485.00	Notice of Activity/ Office Order/ Memo authorizing the activity/ letter invitations to participants, & Activity Report with pictures	RAF	Menchu Sabando
21-010	31	I25	10.14.2020	Strategic Planning Workshop for the Office of the Director for Administration Services and Human Resource Mgmt.	7.15-17.2020	ODAS/ODHRM	12	11,520.00	-	11,520.00	Activity Report with pictures	RAF	Menchu Sabando
21-010	34	I25	10.14.2020	Strategic Planning Workshop for the Office of the Director for Financial Mgmt.	7.22-24.2020	ODAS/ODHRM	15.12.12	13,675.00	-	13,675.00	Activity Report with pictures	RAF	Menchu Sabando
21-011	17	K 8	11.10.2020	PCSC Anniversary Virtual Opening	9.07.2020	ODAS/ODHRM	30	9,450.00	-	9,450.00	Activity Design & Activity Report with pictures	RAF	Menchu Sabando
21-005	25	J 8	05.26.2020	FY 2020 SUCs On-Site Validation	02.25.2020	ODF	17	1,020.00	-	1,020.00	Activity Report	RAF	Maribel Caballero
21-006	24	I17	06.10.2020	Workshop on How to Prepare an Outcome-Based Teaching and Learning Syllabus for Graduates Courses	1.20-21.2020	Office of the Graduate School (OGS)	65 50.40.50	29,265.00	-	29,265.00	Program Agenda/ Schedule of Activities, and Activity Report with pictures	RAF	Maribel Caballero
21-001	45	K 2	01.15.2020	Flag Raising Ceremony- (Civil Service at 119: Upholding Integrity and building a high- Trust Society)	09.02.2019	Office of the President (OP)	700	21,700.00	-	21,700.00	Activity Design and Activity Report with pictures.	RAF	Jea Grace Bulacan
21-001	30	G3	01.08.2020	Meeting to discuss BOR action on reclassification of academic ranks through NBC 461-7th cycle	11.04.2019	OP	30	1,500.00	-	1,500.00	Notice of Meeting, with Agenda, & Minutes of Meeting	RAF	Jea Grace Bulacan
21-005	24	G19	05.26.2020	Meeting re Road Right of Way request	02.27.2020	OP	12	720.00	-	720.00	Minutes of the Meeting	RAF	Jea Grace Bulacan
21-005	26	H10	05.26.2020			OP		3,450.00	-	3,450.00	Activity Report with pictures	RAF	Jea Grace Bulacan
21-005	29	J 9	05.27.2020	Formal Administrative Investigation	02.28.2020	OP	10	600.00	-	600.00	Activity Report	RAF	Jea Grace Bulacan
21-005	30	G20	05.27.2020	139th University Adco Meeting	02.21.2020	OP	45	11,475.00	-	11,475.00	Activity Design & Activity Report with pictures	RAF	Jea Grace Bulacan
21-008	10	G28	08.20.2020	University ADCG Meeting (Teleconference)	5.29.2020	OP	36	1,200.00	-	1,200.00	Signed Attendance Sheet, Notice of Meeting & Minutes of the Meeting	RAF	Jea Grace Bulacan
21-010	32	G35	10.14.2020	Discuss the investigation report on the reported robbery at the VSU AC last Apr. 9, 2019	9.10 & 18.2019	OP	7	390.00	-	390.00	Minutes of the Meeting/ Activity Report	RAF	Jea Grace Bulacan

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21-010	43	H16	10.19.2020		1.29.2018	OP	30	1,800.00	-	1,800.00	Attendance Sheets, Notice of Meeting, and Minutes of Meeting	RAF	Jea Grace Bulacan
21-010	18	I24	10.06.2020	Workshop on the encoding of revisions of the Quality Procedures and forms of OVPA	08.28.2020	OVPA	4	720.00	-	720.00	Notice of the Meeting/ Activity & Activity report with pictures	RAF	Jiya Mejia
21-007	3	F9	07.23.2020	Presentation on the Progress of the Records module Presentation on the progress of the PPMP, PR, and Consolidation with BAC Members & Secretariats	5.6.2020 5.7.2020	OVPAF-HRMIS	15 30	10,950.00	-	10,950.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-007	4-5	F9	07.23.2020	HRMIS Matters Orientation of SPPMIS implementation	5.28.2020 5.29.2020	OVPAF-HRMIS	10 20	4,400.00	-	4,400.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-007	6	F9	07.23.2020	Update presentation and review of the VSU Information Strategic Plan for 2021-2023 Orientation & Workshop of SPPMIS with BAC Orientation of SPPMIS implementation	5.18.2020 5.20.2020 5.26.2020	OVPAF-HRMIS	15 25 25	15,800.00	-	15,800.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-008	2	F11	08.17.2020	Update of RSP with NAPB	6.18.2020	OVPAF-HRMIS	16	4,000.00	-	4,000.00	Activity Design & Activity Report with pictures	RAF	Maribel Caballero
21-001	40	L 4	01.15.2020	Faculty Development Review for Research	10.03.2019	OVPI	20	5,325.00	-	5,325.00	Activity Design, Notice of Meeting/ Activity with Agenda & Activity report with pictures	RAF	Jiya Mejia
21-001	16	G3	01.08.2020	IGP Board of Mgmt Meeting	10.15.2019	OVPRGEA		1,040.00	-	1,040.00	Minutes of the Meeting	RAF	Darwin Marco
21-001	13	L 2	01.08.2020	Annual In-House Review	06.18-21.2019	OVPRE	50	10,600.00	-	10,600.00	Activity Design, & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-001	22	L 3	01.08.2020	Annual In-House Review 2019	07.30.2019	OVPRE	30	5,800.00	-	5,800.00	Activity Design, & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-001	24	L 3	01.08.2020	Annual -in-House-Review 2019	07.08-11.2019	OVPRE	50.20/30.50	40,330.00	-	40,330.00	Activity Design, & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-001	31	J 1	01.08.2020	On site visit of DOST-PCAARDD Staff to Conduct a Monitoring of Dr. Cruz's Activities	05.21-22.2019	OVPRE	* 8.3.3.3	3,420.00	-	3,420.00	Attendance Sheet, Notice of Meeting with Agenda & Minutes of the Meeting for the meals on May 22, 2019, amounting to P990.00.	RAF	Marites "Mhatet" Catibo
21-001	32	I3	01.08.2020	Seminar Orientation on Additional RBME Format (Logical Framework) Seminar Orientation & Workshop on Result-Based Mgmt, and Result-Based Monitoring and Evaluation (RBE) in R&D AIHR Evaluators Meeting & Seminar Orientation on RBME & Logical Framework	06.04.2019 06.06-07.2019 06.14.2019	OVPRE	55.50 40.40.50.50 10	19,500.00	-	19,500.00	Activity/ Training Design, & Activity Report with pictures Activity/ Training Design, & Activity Report with pictures Activity/ Training Design, & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-001	60	L 5	01.15.2020	Annual-in House Review	06.18.2019	OVPRE	75	5,400.00	-	5,400.00	Activity Design, & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-001	20	H2	01.08.2020		10.06.2019	OVPRE	3	600.00	-	600.00	All the required documents - Notice of Meeting/ Activity with Agenda & Minutes of the Meeting/ Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-003	6	I8	03.10.2020	Orientation on the use of OVPRE ISO Forms	01.23.2020	OVPRE		1,968.00	-	1,968.00	Activity Design & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-003	17	I9	03.24.2020	Cascading of VSU RDE Priorities for CY 2020	01.07.2020	OVPRE	35	9,100.00	-	9,100.00	Activity Design & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-004	3	G15	04.07.2020	REAC Meeting	2.13.2020	OVPRE	25	1,500.00	-	1,500.00	Activity Design	RAF	Marites "Mhatet" Catibo
21-004	6	G15	04.07.2020	Consultative Meeting	02.11.2020	OVPRE	25	1,250.00	-	1,250.00	Activity Design	RAF	Marites "Mhatet" Catibo
21-004	8	G16	04.23.2020	Consultation Meeting	01.27.2020	OVPRE	30	2,260.00	-	2,260.00	Activity Design	RAF	Marites "Mhatet" Catibo
21-010	6	L 9	10.06.2020	Annual in House Review 2019	07.02-05.2019	OVPRE	50	34,075.00	-	34,075.00	Activity Design, & Activity Report with pictures	RAF	Marites "Mhatet" Catibo

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To Comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-010	8	L 9	10.06.2020	Annual in House Review2019	07.15-17.2019	OVPRE	50	38,515.00	-	38,515.00	Activity Design, Notice of Activity, & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-010	9	L 9	10.06.2020	Annual in House Review 2019	06.24-25.2019	OVPRE	70.5	24,125.00	-	24,125.00	Activity Design, Notice of Activity, & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-010	1	H14	10.06.2020		02.13&22.2020	OVPRE		6,120.00	-	6,120.00	Duly signed/ approved Training Design; Notice of Activity/ Office Order/ Memo authorizing the activity/ letter of invitations; and Activity Report	RAF	Marites "Mhatet" Catibo
21-006	23	G22	06.08.2020	Planning Meeting	02.10.2020	OVPRE-Extension	45	2,700.00	-	2,700.00	Activity Design & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-009	15	I20	09.16.2020	OVPREI Quarterly presentation accomplishment	7.17.2020	OVPREI	49	2,500.00	-	2,500.00	Activity Design & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-009	7	K 7	09.11.2020	Giving and Turn-over of Key of Responsibilities to the new Directors of OVPREI	7.02.2020	OVPREI-VICARP	49	2,595.00	-	2,595.00	Activity Design & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-008	1	G27	08.17.2020	Meeting on refraining of the delivery of VSU's Core Program	06.17.2020	OVPRE-Vicarp	26	8,000.00	-	8,000.00	Activity Design & pictures taken during the activity	RAF	Marites "Mhatet" Catibo
21-004	10	I11	04.23.2020	Calibration of OPCR Targets	1.29&30.2020	OVPRGEA/ ODAHRD	50, 12, 35 30	17,835.00	-	17,835.00	Activity Design, & Activity Report with pictures taken during the activity	RAF	Darwin Marco
21-011	11	H17	11.04.2020		9.14-18.2020	OVPAS	23.28.39.25.41	56,400.00	-	56,400.00	Activity Design, Notice of Meeting/ Activity with Agenda & Activity report with pictures	RAF	Ian Godoy
21-001	7	G2	01.08.2020	Philrootcrops Research and Development Council Meeting	10.1&8.2019	Philrootcrops	20	3,500.00	-	3,500.00	Attendance Sheet, Notice of Meeting with Agenda & Minutes of the Meeting for the snacks on Oct. 1, 2019 amounting to P 1,400.00	RAF	Jiya Mejia
21-001	39	H3	01.15.2020		11.20.2019	Philrootcrops	20	1,200.00	-	1,200.00	Notice of meeting with Agenda, Activity/ Training Design, & Minutes of the Meeting/ Activity Report with pictures.	RAF	Jiya Mejia
21-006	31	I17	06.10.2020	Research Assistants and Laborers Training on Field Machineries Operation and Maintenance	1.17.2020	Philrootcrops	60	5,590.00	-	5,590.00	Signed/ approved Target List of Participants and Activity/ Training Design; Notice/ Office Order/ Memo. Authorizing the activity, or letter-invitations to participants; & Activity Report with pictures	RAF	Jiya Mejia
21-008	3	G27	08.17.2020	PRDC Meeting	05.06.2020	Philrootcrops	20	1,000.00	-	1,000.00	Duly signed/ approved Minutes of Meeting	RAF	Jiya Mejia
21-010	11	D5	10.06.2020	Interview of Applicants	07.29.2020	Philrootcrops	10	990.00	-	990.00	Activity Report with pictures	RAF	Jiya Mejia
21-010	14	D5	10.06.2020	Interview of Applicants	07.22.2020	Philrootcrops	10	820.00	-	820.00	Activity Report with pictures	RAF	Jiya Mejia
21-010	37	J 14	10.16.2020	Nursery Establishment of Sweet Potato	7.02.2020	Philrootcrops	10	3,200.00	-	3,200.00	Duly approved/ signed Training Design & Training Completion Report. Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants.	RAF	Jiya Mejia
21-010	40	L 10	10.16.2020	Monitoring & Project Documentation of Rootcrops Area in Baybay	9.10.2020	Philrootcrops	15	4,350.00	-	4,350.00	Duly approved/ signed Activity Design. Notice of activity/ Office Order/ Memo authorizing the conduct of the activity/ letter of invitations to participants. & Activity Report with pictures.	RAF	Jiya Mejia
21-011	5	B4	11.04.2020	Set-up Experimental Selected NSIC SP Varieties under Coconut On-farm Demonstration on the Use of Pheromone to control Sweet Potato Weevil	7.14.2020	Philrootcrops	9 35	5,650.00	-	5,650.00	Duly approved/ signed Training Design & Training Completion Report. Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants.	RAF	Jiya Mejia
21-011	7	G38	11.04.2020	PRDC Meeting	9.14.2020	Philrootcrops	12	1,950.00	-	1,950.00	Duly signed/ approved Minutes of Meeting	RAF	Jiya Mejia
21-011	4	J 16	11.04.2020	General Cleaning at Philrootcrops Center's Vicinity	9.04.2020	PRCRTC	24 (am), 32 (pm)	3,800.00	-	3,800.00	Activity Report	RAF	Jiya Mejia
21-001	48	J 3	01.15.2020	AACCUP Preliminary Survey Visit Opening	12.4-6.2019	QAC	70 35,17,35 20,55,75	25,875.00	-	25,875.00	Activity Design, Schedule of Activities, and Narrative/ Activity Report with pictures	RAF	Jea Grace Bulacan
21-001	49	E1	01.15.2020	ISO Top Mgmt. Review	10.17-19.2019	QAC		25,810.00	-	25,810.00	Activity Design, & pictures taken during the activity	RAF	Jea Grace Bulacan
21-001	51	E2	01.15.2020	Opening Meeting for 1st Stage External Audit	11.22.2019	QAC		16,395.00	-	16,395.00	Activity Design, & Activity Report with pictures taken during the activity	RAF	Jea Grace Bulacan
21-001	63	E3	01.15.2020	ISO Internal Audit Meeting	10.28-29.2019	QAC	20.3	3,225.00	-	3,225.00	Notice of the Meeting with Agenda, & Minutes of Meeting for Oct. 28, 2019- snacks were served amounting to P1,200.00	RAF	Jea Grace Bulacan
21-005	10	I12	05.07.2020	Request for Corrective Action (RFCA) Workshop	01.22-23.2020	QAC	30.3	21,000.00	-	21,000.00	Activity Design & pictures taken during the activity	RAF	Jea Grace Bulacan

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To Comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-005	11	G17	05.07.2020	dDRCs Meeting RE: Stage 2 Audit	01.17.2020	QAC	100	6,000.00	-	6,000.00	Activity Design, Activity Report, & pictures taken during the activity	RAF	Jea Grace Bulacan
21-006	27	E9	06.10.2020	2nd Stage External Audit (Opening Meeting)	2.19.2020	QAC	100 pm snacks	22,455.00	-	22,455.00	Activity Design & Activity Report with pictures	RAF	Jea Grace Bulacan
21-006	28	E9	06.10.2020	ISO 9001:2015 Certification Audit Closing Meeting	2.20.2020	QAC	150 pm snacks	33,590.00	-	33,590.00	Activity Design & Activity Report with pictures	RAF	Jea Grace Bulacan
21-006	30	E9	06.10.2020	Preparation of Documents needed for ISO Stage 2 External Audit	2.17-18.2020	QAC	15.15	5,400.00	-	5,400.00	Activity Report	RAF	Jea Grace Bulacan
21-006	34	E10	06.29.2020	Preparation of Documents needed for ISO Stage 2 External Audit	2.15.2020	QAC	15	4,350.00	-	4,350.00	Activity Report	RAF	Jea Grace Bulacan
21-007	7	E11	07.23.2020	ISO Awareness to Student Leaders	2.07.2020	QAC & USSO	95	32,825.00	-	32,825.00	Activity Design & pictures taken during the activity	RAF	Jea Grace Bulacan
21-001	42	G5	01.15.2020	Post meeting for Nat'l Youth Conference	11.25.2019	RCCRD	30	13,940.00	-	13,940.00	Activity Design & Activity Report with pictures	RAF	Ian Godoy
21-004	4	A2	04.07.2020	Meeting with the Visitor from Ilo-ilo	2.06.2020	RCCRD	4	1,200.00	-	1,200.00	Signed/ approved guest list and purpose of travel, & pictures taken during the activity	RAF	Ian Godoy
21-005	28	E6	05.27.2020	Stage 2 ISO 9001:2015	02.18-19.2020	Research/ CME	25	3,425.00	-	3,425.00	Activity Design & Activity Report with pictures	RAF	Christopher Jhon "Bong" Sta Iglesia
21-003	4	H5	03.10.2020	Stitching Stagiaries Cebu Board Members	01.18.2020	Research/ OVPRE Bacusmo	10	2,100.00	-	2,100.00	Attendance Sheet, Activity Design, Notice of Meeting/ Activity, & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-003	8	H6	03.17.2020		01.29.2020	Research/ OVPRE Bacusmo	10	2,000.00	-	2,000.00	Attendance Sheet, Activity/ Training Design, Notice of Meeting/ Activity with Agenda, & Minutes of Meeting/ Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-001	38	J 2	01.15.2020	University Earthquake drill for 1st Sem. SY 2019-2020	10.29-30.2019	SSO	20.22	7,823.00	-	7,823.00	Notice/ Office Order/ Memo. Authorizing the activity, or letter-invitations acknowledged by participants. & Activity Report with pictures.	RAF	Ian Godoy
21-009	19	I21	09.24.2020	Fire Truck Operators Seminar/Drill Part 2	12.06.2019	SSO	15	22,230.00	-	22,230.00	Notice of Activity/ Office Order/ Memo authorizing the activity/ letter invitations to participants, & Activity Report with pictures	RAF	Ian Godoy
21-009	11	J 12	09.16.2020	Serbisyo Kabataan Online Webisode 04	7.17.2020	UIMC	14	2,160.00	-	2,160.00	Activity Design & Activity Report with pictures	RAF	Darwin Marco
21-009	17	G31	09.16.2020	Pre-prod Meeting for Serbisyo Kabataan Online	7.10.2020	UIMC	12	1,420.00	-	1,420.00	Activity Design & Activity Report	RAF	Darwin Marco
21-006	2	G21	06.02.2020	Joint ViCARP-RRDCC and RRDEN-RAC Meeting	02.27.2020	VICARP	40.6	27,480.00	-	27,480.00	Activity Design & pictures taken during the activity	RAF	Marites "Mhatet" Catibo
21-006	14	I15	06.03.2020	Training Workshop on Non-Parametric Analysis using SPSS	2.26.2020	ViSERDAC	14	4,620.00	-	4,620.00	Activity Report with pictures	RAF	Christopher Jhon "Bong" Sta Iglesia
21-011	41	K 10	11.26.2020	Flag Raising Ceremony	3.02.2020	VSU (ISRDS)/GAD	102	9,000.00	-	9,000.00	Activity Design & Activity Report	RAF	Menchu Sabando
21-004	15	I11	04.23.2020	DOH Trainors for BLS	9.5-6.2019	VSU Hospital	10.8.40.5.6.40	26,660.00	-	26,660.00	Activity Design and Activity report	RAF	Darwin Marco
21-010	39	B3	10.16.2020	Cuttings of Sweet Potato & Distribution of Planting Materials	9.11.2020	VSU-ESED, Philrootcrops	15	2,700.00	-	2,700.00	Duly approved/ signed Activity Design & Activity Completion Report. Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants.	RAF	Jiya Mejia
21-011	3	L 12	11.04.2020	Monitoring & Area Assessment of Rootcrops Production Area	8.20.2020	VSU-ESED, Philrootcrops	15	2,170.00	-	2,170.00	Duly signed/ approved completion report, & Activity Design.	RAF	Jiya Mejia
21-011	8	B5	11.04.2020	Mentoring & Monitoring of Rootcropd Production Area in Baybay	8.12.2020	VSU-ESED, Philrootcrops	9	1,300.00	-	1,300.00	Activity Design, Notice of the Meeting/ Activity & Activity Report	RAF	Jiya Mejia
21-011	19	I27	11.16.2020	Distribution of Sweet Potato Planting Materials & on-farm Demonstration	8.04.2020	VSU-ESED, Philrootcrops	12	3,100.00	-	3,100.00	Duly approved/ signed Activity Design & Activity Completion Report with pictures. Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants.	RAF	Jiya Mejia

Annex B – List of Accounting Personnel Assigned per Office

Assigned Accounting Personnel/ Concerned Office	To Comply
Christopher Jhon "Bong" Sta Iglesia	
COE	4,560.00
College of Management and Economics (CME)	19,500.00
DBM	1,175.00
Department of Mechanical Engineering (DME)	800.00
Dept. of Geodetic Engineering (DGE)	3,600.00
Dept. Of Meteorology	5,220.00
Education	1,000.00
Research/ CME	3,425.00
ViSERDAC	4,620.00
Darwin Marco	
Eco-Farmi	3,440.00
IAO	36,160.00
IO - WEB Team	5,540.00
OVPPrGEA	1,040.00
OVPPrGEA/ ODAHRD	17,835.00
UIMC	3,580.00
VSU Hospital	26,660.00
Ian Godoy	
College of Forestry and Environmental Sciences (CFES)	1,200.00
College of Veterinary Medicine (CVM)	17,590.00
ITEEM	450.00
OVPSAS	56,400.00
RCCRDC	15,140.00
SSO	30,053.00
Jea Grace Bulacan	
Office of the President (OP)	21,700.00
OP	21,135.00
QAC	164,100.00
QAC & USSO	32,825.00
Jeah Mae Ebero	
CAFS	22,875.00
Department of Horticulture (DOH)	2,100.00
Department of Pest Management (DPM)	54,980.00
Dept. of Agriculture & Extension (DAEEX)	22,250.00
Dept. of Food Science & Tech. (DFST)	41,640.00
DFST	22,300.00
Jiya Mejia	
DA, Philrootcrops	52,550.00
NCRC	13,000.00
OVPA	720.00
OVPI	5,325.00
Philrootcrops	28,250.00
PRCRTC	3,800.00
VSU-ESED, Philrootcrops	9,270.00

Maribel Caballero	
HRMIS	215,195.00
Legal Office	4,500.00
ODF	1,020.00
Office of the Graduate School (OGS)	29,265.00
OVPAF-HRMIS	35,150.00
Marites "Mhatet" Catibo	
Extension	8,490.00
OVPRE	204,563.00
OVPRE-Extension	2,700.00
OVPREI	2,500.00
OVPREI-ViCARP	2,595.00
OVPRE-Vicarp	8,000.00
Research/ OVPRE - Bacusmo	4,100.00
ViCARP	27,480.00
Menchu Sabando	
Biotechnology	6,250.00
Department of Agronomy (DA)	11,375.00
Department of Liberal Arts and Behavioral Sciences (DLABS)	7,700.00
GAD	5,300.00
GAD/ASHO	28,800.00
ISRDS	61,425.00
ODAHRD	34,025.00
ODAHRD/UHERS	13,485.00
ODAS/ODHRM	34,645.00
VSU (ISRDS)/GAD	9,000.00
Grand Total	1,535,371.00