



LEYTE STATE UNIVERSITY

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Office of the President

2 February 2005

MEMORANDUM NO. 23

Series of 2005

- T O:** Prof. Daniel M. Tudtud, Jr.
Prof. Jesusito L. Lim
Prof. Rosa Ophelia D. Velarde
Dr. Lourdes B. Cano
Ms. Asteria A. Sevilla
- R E:** Fact-Finding Investigation on the Alleged Lapses of Ms. Velma P. Bontuyan as Budget Officer III of this University

With Prof. Daniel M. Tudtud, Jr. as Chairperson, please conduct a fact-finding investigation as to the alleged inefficiency and ineffectiveness of Ms. Velma P. Bontuyan as Budget Officer III of the university. Attached is a copy of Dr. Alkuino's memorandum requesting her to explain in writing and her answer to the lapses mentioned in Dr. Alkuino's memorandum. Your committee is likewise requested to dig deeper into the allegation that with existing manpower, it is indeed impossible for her to be efficient and effective especially in assuming the budgeting function which is inherent to her position as Budget Officer III. Feedback from Mrs. Cala and Mrs. Lemos should be secured for your committee to be able to analyze the actuation. Finally, your report should indicate whether or not there is prima facie evidence against Ms. Bontuyan committing the offense of inefficiency and incompetence in the performance of duties.

Please submit your report not later than February 28, 2005.

Please be guided accordingly.


PACIENCIA P. MILAN
President



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Philippines

Office of the Vice President for Admin. & Finance

January 13, 2005

Memorandum No. 04

Series of 2005

T O: Ms. Velmia P. Bontuyan

R E: Written Explanation on Alleged Job Lapses

The following lapses of the Budget Office were noted by this office:

1. Failure to submit required reports as scheduled as shown in various memos (as attached) issued by your immediate superior;
2. Failure to accurately monitor and determine the running balances of allotment and other funds controlled by the Budget Office for the last three (3) years resulting to difficulty suffered by this office and that of the President's Office in making accurate and more responsive financial decisions;
3. Failure to actually perform the most important function of the Budget Officer to prepare and work for LSU's budget. When the normative financing was introduced by DBM during a seminar which you attended, until now, you have not performed your function to implement normative financing;
4. Several errors committed which have damaging effect and serious implications to LSU's financial management as follows:
 - a) Double release of allotments to LSU Alangalang which shows that your recording is not accurate and systematic;
 - b) Failure to obligate or set aside appropriation equivalent to the TRA until Dec. 29, 2004 which, because of said failure, could have resulted to LSU's committing a very serious violation of the rules of obligating an amount in excess of appropriation;
 - c) Your double obligation of the clothing allowance for year 2004.