



Visayas State University

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Office of the President

8 January 2013

MEMORANDUM NO. 7

Series of 2013

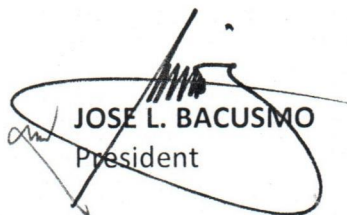
T O: Dr. Rodrigo F. Sebidos

R E: Directive to Settle Obligations

Attached is a copy of a letter to you from our Internal Auditor dated November 15, 2012 in connection with your accountability as former Project Manager of the University Rice Project. As stated, your accountability for Cash and Accounts Receivable as of October 31, 2012 is Five Hundred Thirty Two Thousand Nine Hundred Sixty One Pesos and 17/100 Only (P532,961.17).

In this regard, you are hereby directed to settle your obligations within ninety days (90) from receipt of this memorandum.

For compliance.


JOSE L. BACUSMO
President



Visayas State University
INTERNAL AUDIT SERVICE OFFICE
Visca, Baybay City, Leyte,

November 15, 2012

DR. RODRIGO F. SEBIDOS
Department of Plant Breeding and Genetics
Visayas State University
ViSCA, Baybay City Leyte

HA 11/20/12 —

[Signature] 11/21/12

Dr. Sebidos:

This is in connection with your accountability as the former Project Manager of University Rice Project for CY 2004-2009. We have reviewed your monthly Financial Reports for March 2008 to December 2008 and have noted the following observations:

- a) The balance of your accountability for Cash and Accounts Receivable as of October 31, 2012 is Five Hundred Thirty Two Thousand Nine Hundred Sixty One Pesos and 17/100 (₱532,961.17). Said amount is inclusive of the amounts deducted from your monthly salary and is reconciled with the records of the Accounting Division. (Refer to Schedule 1, Annex 1, 1.1 and 2 for details)
- b) Verification of your issued Official Receipts (Accountable Form No. 51) showed a balance or unissued receipts of 19 pcs. with **Serial Numbers 0096982 to 0097000**. Please surrender the said accountable forms to our office for monitoring and control purposes. (Refer to Annex 3)

Hoping that the above information will guide you on the status of your accountability.

For your information and appropriate action.

Very truly yours,

Louella Chan-Ampac
LOUELLA CHAN-AMPAC
Internal Auditor IV

cc: Office of the President

VISAYAS STATE UNIVERSITY
UNIVERSITY RICE PROJECT
CONSOLIDATED BALANCE OF ACCOUNTABILITY
AS OF OCTOBER 31, 2012

		<u>WP Reference</u>	
Outstanding Accounts Receivable		Annex 1	116,920.07
Cash Balance			
Bal. Beg. 2/1/08	239,047.10		
cash sales Feb. 2008- Dec. 2008	<u>176,994.00</u>	Annex 2	<u>416,041.10</u>
Balance of Accountability as of 10/31/12			<u><u>532,961.17</u></u>

Prepared by:

Louella Chan-ampac
LOUELLA CHAN-AMPAC

*Notn: given to S. Tin (acctg.)
11/16/12 for*

VSU - RICE SEEDNET
SUMMARY OF SALES AND REMITTANCES
FOR THE PERIOD Feb. 2008 TO October, 2012

	AR this month	Collections (remittance and Salary Deduction)	Balance
			355,443.01
Feb. 2008	-	42,000.00	313,443.01
March 2008	39,424.00	-	352,867.01
April 2008	125,899.50	-	478,766.51
May, 2008	106,080.00	-	584,846.51
June, 2008	41,480.00	-	626,326.51
July, 2008	4,627.26	200,000.00	430,953.77
August, 2008	-	-	430,953.77
Sept. 2008	-	-	430,953.77
Oct. 2008	-	36,800.00	394,153.77
Nov. 2008	-	99,047.10	295,106.67
Dec. 2008	-	-	295,106.67
CY 2009 (Note A and B)	-	-	295,106.67
CY 2010 (Annex 1.1)		25,686.60	269,420.07
CY 2011 (Annex 1.1)		77,500.00	191,920.07
Jan.-Oct. 2012 (Annex 1.1)		75,000.00	116,920.07
total	317,510.76	556,033.70	

→ to Schedule 1

Note:

A) Remittances on 2009 were not deducted to the outstanding balance of Accounts Receivable for IGP Manager was entitled to profit sharing on the said year.

B) Seedling production started on Sept. 2009.

VISAYAS STATE UNIVERSITY
UNIVERSITY RICE PROJECT
SCHEDULE OF MONTHLY CASH BALANCE
FOR THE PERIOD Feb. 2008 TO ~~October, 2012~~ October, 2013

	Cash sales for the month	Monthly Ending Balance
		239,047.10
Feb. 2008	-	239,047.10
March 2008	1,090.00	240,137.10
April 2008	5,360.00	245,497.10
May, 2008	51,280.00	296,777.10
June, 2008	17,348.00	314,125.10
July, 2008	912.00	315,037.10
August, 2008	6,900.00	321,937.10
Sept. 2008	11,956.00	333,893.10
Oct. 2008	50,046.00	383,939.10
Nov. 2008	27,600.00	411,539.10
Dec. 2008	4,502.00	416,041.10
CY 2009	-	416,041.10
CY 2010	-	416,041.10
CY 2011	-	416,041.10
CY 2012	-	416,041.10
total	176,994.00	

to Schedule 1

Note:
Remittances are deducted first in the Accounts Receivable
balance as shown in Annex 1.

VSU Rice Seednet

SCHEDULE OF PAYMENTS THRU SALARY DEDUCTION

For the period January 2010 to October 31, 2012

Project Manager: Rodrigo Sebidos

		<u>Applicable Salary</u>			
<u>Date</u>	<u>OR#</u>	<u>Month</u>	<u>Amt.</u>		
2/24/2010	2606467	Jan. 2010	30,000.00		
3/29/2010	2603637	Feb. 2010	5,000.00		
5/14/2010	2603264	Mar. 2010	5,000.00		
5/25/2010	2603294	Apr. 2010	5,000.00		
6/18/2010	2603365	May 2010	5,000.00		
7/26/2010	2603460	June 2010	5,000.00		
8/20/2010	2603649	July 2010	5,000.00		
10/1/2010	2603772	August 2010	5,000.00		
10/18/2010	2603787	Sept. 2010	5,000.00		
12/2/2010	2603868	Oct. 2010	7,500.00	77,500.00	
Less: Expenses charged to project				51,813.40	
Net remittance					25,686.60
1/3/2011	2603958	Nov. 2010	7,500.00		
1/4/2011	2603965	Dec. 2010	7,500.00		
2/4/2011	1921023	Jan. 2011	7,500.00		
3/28/2011	1921124	Feb. 2011	2,500.00		
3/28/2011	1921126	Mar. 2011	7,500.00		
6/9/2011	1921455	Apr. 2011	5,000.00		
6/24/2011	1921502	May 2011	5,000.00		
8/3/2011	1921615	June 2011	5,000.00		
8/3/2011	1921616	July 2011	5,000.00		
8/23/2011	1921857	Aug. 2011	5,000.00		
10/18/2011	1921992	Sept. 2011	5,000.00		
11/28/2011	1922055	Oct. 2011	5,000.00		
11/28/2011	1922115	Nov. 2011	5,000.00		
12/23/2011	1922206	Dec. 2011	5,000.00	77,500.00	
1/26/2012	1922259	Jan. 2012	7,500.00		
2/23/2012	1922313	Feb. 2012	7,500.00		
4/4/2012	1922398	Mar. 2012	7,500.00		
5/4/2012	1922604	Apr. 2012	7,500.00		
6/4/2012	1922714	May 2012	7,500.00		
7/3/2012	1922819	June 2012	7,500.00		
8/11/2012	1922983	July 2012	7,500.00		
9/6/2012	1923199	Aug. 2012	7,500.00		
9/21/2012	1923224	Sept. 2012	7,500.00		
11/20/2012	1923335	Oct. 2012	7,500.00	75,000.00	
TOTAL PAYMENTS				178,186.60	

to Annex 1

Note:

Payments were made through monthly salary deduction per letter of Dr. R. Sebidos dated 7/14/09. Fund transfer is made from General Fund (F101)to Revolving Fund(F 161 for

Prepared by:

Louella Chan-Ampac
LOUELLA CHAN-AMPAC

Wn 11/20/12 1923335 - 7/20/2012 7,500

STATEMENT OF ACCOUNTABILITY FOR ACCOUNTABLE FORMS WITHOUT MONEY VALUE
AS OF December 31, 2008

Accountable Officer: Rodrigo F. Sebidos
 Name Of Project : Rice Seednet
 Designation : Project Manager
 Agency : Visayas State University
 Address : Baybay City, Leyte
 Name of Accountable Form: Accountable Form 51 (Official Receipts)

Month	Bal. as of Dec. 1, 2004		Receive Since		Issued since		Balance of Accountability		On Hand per Act. Count.		Difference	
	Qty.	Inc. Serial nos.	Qty.	Inc. Serial nos.	Qty.	Inc. Serial nos.	Qty.	Inc. Serial nos.	Qty.	Inc. Serial nos.	Qty.	Inc. Serial nos.
Dec. 2004	199	96552-96750										
Jan. 2005					14	96552-96565						
Feb. 2005					9	96566-96574						
Mar. 2005					8	96575-96582						
Apr. 2005					16	96583-96598						
May. 2005					4	96599-96602						
Jun. 2005					28	96603-96630						
Jul. 2005					40	96631-96670						
Aug. 2005					6	96671-96676						
Sept. 2005						none						
Oct. 2005						none						
Nov. 2005					10	96677-96686						
Dec. 2005					14	96687-96700						
Jan. 2006					4	96701-96704						
Feb. 2006					6	96705-96710						
Mar. 2006						none						
Apr. 2006						none						
May. 2006					6	96711-96716						
Jun. 2006					17	96717-96733						
Jul. 2006					6	96734-96739						
Aug. 2006						none						
Sept. 2006						none						
Oct. 2006						None						
Nov. 2006					11	96740-96750						

Month	Balance of Dec. 31, 2004		Receive Since		Issued Since		Balance of Accountability		On Hand per Act. Count.		Difference	
	Qty.	Inc. Serial nos.	Qty.	Inc. Serial nos.	Qty.	Inc. Serial nos.	Qty.	Inc. Serial nos.	Qty.	Inc. Serial nos.	Qty.	Inc. Serial nos.
Dec. 2006			250	96751-97000	11	96751-96761						
Jan. 2007					5	96762-96767						
Feb. 2007					10	96768-96777						
Mar. 2007					5	96778-96782						
Apr. 2007					8	96783-96790						
May. 2007					4	96791-96794						
Jun. 2007					9	96795-96803						
Jul. 2007					9	96804-96812						
Aug. 2007					11	96813-96823						
Sept. 2007					8	96824-96831						
Oct. 2007					4	96832-96835						
Nov. 2007					13	96836-96846						
Dec. 2007					18	96847-96856						
Jan. 2008					23	96857-96889						
Feb. 2008					2	96890-96891						
Mar. 2008						None						
Apr. 2008					3	96892-96894						
May. 2008					6	96895-96900						
Jun. 2008					21	96901-96921						
Jul. 2008					12	96922-96933						
Aug. 2008					4	96934-96937						
Sept. 2008					1	96938						
Oct. 2008					3	96939-96941						
Nov. 2008					22	96942-96963						
Dec. 2008					15	96964-96978						
					3	96979-96981						
							19	96982-97000			19	96982-97000
total	199		250		430		19					