



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015

www.tuv.com
ID 9108658749

OP Memorandum No. 478

Series of 2024

TO: Vivian V. Balbarino, SPO Head

RE: Proper Acknowledgement of Deliveries

FROM: DR. PROSE IVY G. YEPES
University President

DATE: May 30, 2024

We have received Audit Observation Memorandum (AOM) No. 2024-010 from the Commission on Audit (COA) dated May 24, 2024, regarding procurement transactions that lacked complete documentation and proper acknowledgement.

In line with this, you are hereby directed to ensure the proper acknowledgement of deliveries in the received portion of the delivery receipt or invoice.

COA expects your response to the aforementioned audit observations within five (5) calendar days from receipt of their memorandum.

For your information and usual support.

cc: File
OIC Audit Team Leader
VPAF

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-01
V4 05-09-2023
No. **24-478**