



11 December 2020

MEMORANDUM CIRCULAR NO. 111
Series of 2020

T O: All Department/Unit Heads

R E: Documentation of Turnover of the Duties and Responsibilities and Relevant Documents

In reference to the findings from the recently conducted ISO Internal Audit, there was no turnover of the duties and responsibilities and relevant documents from an outgoing staff to an incoming staff in some offices. It was found out that such activities, if done, were mostly verbal and not documented and concerned staff were not aware of such a requirement for documentation. All department or unit heads are required to comply with the above procedure. A turnover checklist with signatories from outgoing staff, incoming staff and unit head must also be accomplished and submitted to the Office of the Vice-President of Administration and Finance.

Please be guided accordingly.


EDGARDO E. TULIN
President