

March 9, 1993

MEMORANDUM No. 24  
Series of 1993

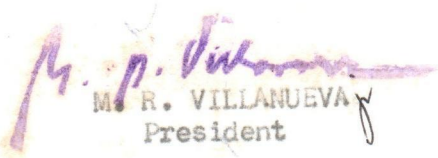
T O: Ms. Anecia C. Fernandez  
OIC, Cash Division

R E: Verification of Questionable Claims

Please be reminded of your basic duties as OIC Cashier and stick to these functions as much as possible. This Office has noted many direct referrals you have made to COA without observing proper procedure.

The functions of verifying legitimacy of claims lies initially with the ICU/Accounting. If you have doubts on the claims passed by this unit, consultation should be made first with that office before going somewhere else. If you feel that the ICU/Accounting offices is not doing a good job let us correct this problem rather than your office adding another layer of bureaucracy in the system. For problems that the ICU/Accounting or other VISCA units cannot handle, you are expected to call my attention. My office shall make referrals to external units such as COA as a matter of procedure.

For compliance.

  
M. R. VILLANUEVA  
President

cc: Auditor Salvador Paril  
OBA Director C. D. Villanueva