



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

8 December 2004

MEMORANDUM NO. 292
Series of 2004

T O: **Ms. Marilyn Orquilla**

R E: **Infirmery Income**

The summary of sales, collections and remittances of the STF Infirmery Services for the month of September 2004 showed that P15,000.00 are still in your hands as confirmed by you on the face of said report.

You are therefore directed to immediately remit the same to the Cashier's Office not later than 5:00pm Friday, December 10, 2004, otherwise, this office will be constrained to institute administrative actions against you.

For immediate compliance.


PACIENCIA P. MILAN
President

cc: OVPAF
ODA
OUS
HRMDO
Cash
Infirmery
Records
File

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

SUMMARY OF SALES, COLLECTIONS AND REMITTANCES

PROJECT: STP INFIRMARY SERVICES

MONTH: SEPTEMBER 2004

I. SALES DURING THE MONTH:

1. Cash sales ₱ 9,393.00 ✓
2. Credit sales -
3. Total sales (1 + 2) ₱ 9,393.00 ✓

II. ACCOUNTS RECEIVABLE:

1. Balance, beginning of month ₱ NONE
2. Add: Credit sales this month
3. Total receivable this month (1 + 2)
4. Less: Collections during the month:
a. Cash
b. JV's and OR's
5. Balance, end of month (3-4) ₱ NONE

III. COLLECTIONS AND REMITTANCES DURING THE MONTH:

1. Cash on hand, beginning of month ₱ 16,323.90 ✓
2. Add: Cash sales (I.1) 9,393.00 ✓
Collections of accounts receivable(II.4) -
3. Total cash during the month (1 + 2) ₱ 25,826.90 ✓
4. Less: Remittances to the cashier: 17,716.90

Dates	OR No.	Amount
Sept. 2, 2004	0029339	900.00
Sept. 10, 2004	0029560	3,850.00
Sept. 17, 2004	0029941	1,500.00
Sept. 30, 2004	0030703	4,000.00
		<u>10,250.00</u>

5. Cash on hand, end of month (3-4) ₱ 15,576.90 N. + 66.90

ATTESTED:

CONCURRED:

CERTIFIED CORRECT:

NERELITO P. PASCUAL

ISABEL P. BERTULFO, M.D.

ISABEL P. BERTULFO, M.D.

Director, IGP

Dept. Office/Head

Project Manager

VERIFIED CORRECT:

Oct. 5, 2004

Date

GUIDO STA. MARIA
Internal Control Unit

APPROVED:

PACIENCIA P. MILAN

State Auditor IV

President

* 715,000 = still with bank of us. kindly require
reference: Makumbale

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

MONTHLY PRODUCTION AND SALES/DISPOSAL REPORT

SEPTEMBER 2004

Month

Date	Product	Production		SALES/DISPOSAL			TOTAL		REMARKS
		Unit /Qty.	Value	Official Rec. No.	Unit /Qty.	Unit Cost	Cash	Credit	
9-01-04	prophylaxis			0070834	1	50.00	50.00		
	gum treatment			0070834	1	20.00	20.00		
	extraction			0070835	1	120.00	120.00		
	fines-med. #27860			0070836	1	10.00	10.00		
	fines-med. #23082			0070836	1	10.00	10.00		
	extraction			0070837	1	60.00	60.00		
	:			0070838	1	160.00	160.00		
9-02-04	:			0070839	1	30.00	30.00		
	urinalysis			0070840	1	30.00	30.00		
	:			0070841	1	30.00	30.00		
	:			0070842	1	30.00	30.00		
	med. cert.			:	1	5.00	5.00		
	urinalysis			0070843	1	26.00	26.00		
	extraction			0070844	1	60.00	60.00		
	urinalysis			0070845	1	30.00	30.00		
9-03-04	fines-med. #6651			0070846	1	10.00	10.00		
	CBC			0070847	1	60.00	60.00		
	urinalysis			:	1	26.00	26.00		
	:			0070848	1	30.00	30.00		
9-06-04	:			0070849	1	26.00	26.00		
	extraction			0070850	1	30.00	30.00		
	urinalysis			0070851	1	30.00	30.00		
	:			0070852	1	40.00	40.00		
	amalgam filling			0070853	1	150.00	150.00		
	urinalysis			0070854	1	30.00	30.00		
	med. # fines 8317			0070855	1	10.00	10.00		
	CBC			0070856	1	75.00	75.00		
	med. cert.			:	1	5.00	5.00		
	urinalysis			0070857	1	30.00	30.00		
	med. cert.			:	1	5.00	5.00		
	amalgam filling			0070858	1	50.00	50.00		
	extraction			:	1	50.00	50.00		
	urinalysis			0070859	1	26.00	26.00		
9-07-04	extraction			0070860	1	60.00	60.00		
	:			0070861	1	140.00	140.00		
	urinalysis			0070862	1	30.00	30.00		
	extraction			0070863	1	60.00	60.00		
	prophylaxis			0070864	1	50.00	50.00		
	urinalysis			0070865	1	30.00	30.00		
				SUB-TOTAL			71,724.00		

PREPARED BY:

NOTED:

ISABEL P. BERTULFO, M.D.

Project Manager

ISABEL P. BERTULFO, M.D.

Agency Head

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

MONTHLY PRODUCTION AND SALES/DISPOSAL REPORT

Month

Date	Product	Production		SALES/DISPOSAL			TOTAL		REMARKS
		Unit /Qty.	Value	Official Rec. No.	Unit /Qty.	Unit Cost	Cash	Credit	
9-07-04	amalgam filling			0070866	1	70.00	70.00		
	extraction			0070867	1	60.00	60.00		
	"			0070868	1	60.00	60.00		
9-8-04	amalgam filling			0070869	1	150.00	150.00		
	amalgam filling			0070870	1	150.00	150.00		
9-9-04	extraction			0070871	1	120.00	120.00		
	"			0070872	1	75.00	75.00		
	ambulance service			0070873	1	984.00	984.00		
	extraction			0070874	1	60.00	60.00		
	amalgam filling			"	1	150.00	150.00		
	fines med. No.			"	1	10.00	10.00		
9-10-04	urinalysis			0070875	1	30.00	30.00		
	extraction			0070876	1	60.00	60.00		
	urinalysis			0070877	1	30.00	30.00		
	supplies			0070878	1	30.00	30.00		
	gloves			"	1	15.00	15.00		
	anesthesia			"	1	10.00	10.00		
	urinalysis			0070879	1	30.00	30.00		
	fecalysis			"	1	30.00	30.00		
9-13-04	amalgam filling			0070880	1	50.00	50.00		
	urinalysis			0070881	1	30.00	30.00		
9-14-04	extraction			0070882	1	120.00	120.00		
	FBS			0070883	1	70.00	70.00		
	prophylaxis			0070884	1	50.00	50.00		
	fines med. #23901			"	1	10.00	10.00		
	extraction			0070885	1	60.00	60.00		
	"			0070886	1	75.00	75.00		
	urinalysis			0070887	1	30.00	30.00		
9-16-04	fines med. # 4655			0070888	1	10.00	10.00		
	" " #24026			"	1	10.00	10.00		
	amalgam filling			0070889	1	140.00	140.00		
	CBC			0070890	1	75.00	75.00		
	urinalysis			0070891	1	26.00	26.00		
9-17-04	FBS			0070892	2	70.00	140.00		
	urinalysis			0070893	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	amalgam filling			0070894	1	200.00	200.00		
				SUB-TOTAL			3255.00		

PREPARED BY:

NOTED:

ISABEL P. BERTULFO, M.D.

Project Manager

ISABEL P. BERTULFO, M.D.

Agency Head

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

MONTHLY PRODUCTION AND SALES/DISPOSAL REPORT

SEPTEMBER 2004

Month

Date	Product	Production		SALES/DISPOSAL			TOTAL		REMARKS
		Unit /Qty.	Value	Official Rec. No.	Unit /Qty.	Unit Cost	Cash	Credit	
9-17-04	fecalysis			0070895	1	40.00	40.00		
	extraction			0070896	1	60.00	60.00		
	urinalysis			0070897	1	40.00	40.00		
	extraction			0070898	1	120.00	120.00		
	"			0070899	1	120.00	120.00		
9-20-04	"			0070900	1	60.00	60.00		
	urinalysis			0070901	1	30.00	30.00		
	suturing fee			0070902	1	40.00	40.00		
	anesthesia			"	1	10.00	10.00		
	syringe			"	1	10.00	10.00		
	supplies, etc.			"	1	20.00	20.00		
	urinalysis			0070903	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	bed sheet			0070904	1	20.00	20.00		
	pillowcase			0070904	1	5.00	5.00		
	stool exam			"	1	26.00	26.00		
	admission fee			0070904	1	20.00	20.00		
	succeeding fee			"	1	20.00	20.00		
	med. & fines 9578			0070905	1	10.00	10.00		
	CBC			0070906	1	75.00	75.00		
	urinalysis			"	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
9-21-04	urinalysis			0070907	1	40.00	40.00		
	"			0070908	1	30.00	30.00		
	"			0070909	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070910	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	fines med. #2607			0070911	1	10.00	10.00		
	urinalysis			0070912	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070913	1	30.00	30.00		
9-22-04	med. cert.			"	1	5.00	5.00		
	urinalysis			0070914	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	extraction			0070915	1	60.00	60.00		
	fines med. #			"	1	10.00	10.00		
				SUB-TOTAL			1121.00		

PREPARED BY:

NOTED:

ISABEL P. BERTULFO, M.D.

Project Manager

ISABEL P. BERTULFO, M.D.

Agency Head

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

MONTHLY PRODUCTION AND SALES/DISPOSAL REPORT

SEPTEMBER 2004

Month

Date	Product	Production		SALES/DISPOSAL			TOTAL		REMARKS
		Unit /Qty.	Value	Official Rec. No.	Unit /Qty.	Unit Cost	Cash	Credit	
9-22-04	supplies			0070916	1	30.00	30.00		
	catgut			0070916	1	30.00	30.00		
	suturing			0070916	1	15.00	15.00		
	gloves			"	1	20.00	20.00		
	urinalysis			0070917	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070918	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070919	1	40.00	40.00		
	finex med. #9367			0070920	1	10.00	10.00		
	amalgam filling			0070921	1	100.00	100.00		
	urinalysis			0070922	1	26.00	26.00		
9-23-04	finex med. #, et.al.			0070923	10	10.00	100.00		
	urinalysis			0070924	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	fecalysis			0070925	1	30.00	30.00		
	finex med. # et.al.			0070926	3	10.00	30.00		
	urinalysis			0070927	1	40.00	40.00		
	"			0070928	1	30.00	30.00		
9-24-04	extraction			0070929	1	60.00	60.00		
	amalgam filling			0070930	1	50.00	50.00		
	urinalysis			0070931	1	30.00	30.00		
	extraction			0070932	1	120.00	120.00		
	"			0070933	1	120.00	120.00		
	"			0070934	1	60.00	60.00		
9-27-04	urinalysis			0070935	1	30.00	30.00		
	extraction			0070936	1	60.00	60.00		
	urinalysis			0070937	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070938	1	26.00	26.00		
	"			0070939	1	30.00	30.00		
	"			0070940	1	40.00	40.00		
	extraction			0070941	1	160.00	160.00		
	"			0070942	1	60.00	60.00		
	fecalysis			0070943	1	40.00	40.00		
	urinalysis			0070944	1	26.00	26.00		
				SUB-TOTAL			1553.00		

PREPARED BY:.

NOTED:

ISABEL P. BERTULFO, M.D.

Project Manager

ISABEL P. BERTULFO, M.D.

Agency Head

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

MONTHLY PRODUCTION AND SALES/DISPOSAL REPORT

SEPTEMBER 2004

Month

1

Date	Product	Production		SALES/DISPOSAL			TOTAL		REMARKS
		Unit /Qty.	Value	Official Rec. No.	Unit /Qty.	Unit Cost	Cash	Credit	
9-28-04	urinalysis			0070945	1	30.00	30.00		
	CBC			"	1	75.00	75.00		
	blood typing			"	1	50.00	50.00		
	med. cert.			"	1	5.00	5.00		
	extraction			0070946	1	60.00	60.00		
	"			0070947	1	240.00	240.00		
	urinalysis			0070948	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070949	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070950	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070951	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	extraction			0070952	1	80.00	80.00		
9-29-04	med. # fines et al.	21412		0070953	1	10.00	10.00		
	"			0070954	7	10.00	70.00		
	urinalysis			0070955	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	fecalysis			0070956	1	30.00	30.00		
	urinalysis			0070957	1	40.00	40.00		
	"			0070958	1	30.00	30.00		
	med. cert.			0070958	1	5.00	5.00		
	urinalysis			0070959	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070960	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070961	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	urinalysis			0070962	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	CBC			0070963	1	75.00	75.00		
	CBC			0070964	1	75.00	75.00		
9-30-04	urinalysis			0070965	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
	amalgam filling			0070966	2	50.00	100.00		
	"			0070967	2	50.00	100.00		
	urinalysis			0070968	1	30.00	30.00		
	med. cert.			"	1	5.00	5.00		
SUB-TOTAL							71,460.00		

PREPARED BY:

NOTED:

ISABEL P. BERTULFO, M.D.

Project Manager

ISABEL P. BERTULFO, M.D.

Agency Head

Month

● PREPARED BY:

NOTED:

Project Manager

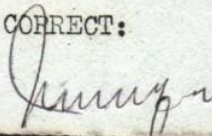
Agency Head

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

MONTHLY REPORT OF ACCOUNTABLE PROJECT RECEIPTS

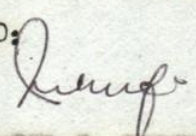
PROJECT: _____ MONTH: _____

Type of Invoice	Inclusive Serial Numbers		
	From	To	Total
I. On hand, beginning of month:			
Official Receipt	0070834	0074000	167
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
II. Received during the month:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
III. TOTAL ON HAND			167
IV. Issued during the month:			
Official Receipt	0070834	0070972	139
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL RECEIPTS ISSUED DURING THE MONTH			139
V. Receipts unused at end of month:			
Official Receipt	0070973	0074000	28
_____	_____	_____	_____
_____	_____	_____	_____
ON HAND END OF MONTH			28

CERTIFIED CORRECT:


Project Manager

Date

CONCURRED:


Dept. Office/Head