

May 9, 1996

MEMORANDUM No. 56  
Series of 1996

T O: Ms. Lourdes B. Cano — *puerto*

SUBJECT: Delayed Submission of April Reports of Collection

Submission of monthly trial balances to the Office of the Auditor is constantly monitored by this Office.

As observed these reports are usually not submitted to the Accounting Division on time inspite of the agreement reached after you were met by the Auditor because of the alleged habitual absenteeism of the staff-in-charge of these reports.

You are therefore instructed to remind Miss Anecia Fernandez to call the attention of the staff concerned, otherwise, disciplinary action against said employee concerned should be initiated.

In the meantime, in order to facilitate the earliest submission of the April trial balances, please distribute the unfinished Report of Collections to the other Cash Division staff. If necessary, they should be requested to render overtime work so that these Reports will reach the Accounting Division before the week ends.

For compliance.

*Samuel S. Go*  
SAMUEL S. GO  
President *g*

cc: Dr. Nerelito P. Pascual — *W 5/14/96*  
Miss Anecia Fernandez — *Coranuevo 5/14*  
Ms. Roberta Lemos — *88-50 5/14/96*  
File