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MEMORANDUM NO. 417

Series of 2019

T O: Ms. Maria Teresa A. Cruz
Internal Auditor IV

R E: Audit of the Terminal Leave Credits of Retiring Faculty Members

In order to facilitate faster determination of the final terminal leave credits of retiring/retired faculty members, you are hereby directed to audit the terminal leave records and certify the correctness of the leave balances of these faculty members concerned for terminal pay purposes. This is resorted to in view of the very strict requirements of the Department of Budget and Management that every leave credits recorded is supported with the appropriate appointment/designation.

The PRPEO is hereby directed to submit to IASO the leave folder/card of the retiring faculty concerned for final audit.

For immediate action.


EDGARDO E. TULIN
President otc 11/28/19

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.