



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM CIRCULAR NO. 140
Series of 2024

TO: All Concerned Offices

RE: Reiteration on the 1st and 2nd Batch of Compliance to COA Notice of Suspension on Food Expenses

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 21, 2024

In October 2021, we received thirty-three (33) Notice of Suspensions (NS) issued by the COA related to food expenses incurred last 2020 and 2019 across all funds with the total amount of P6,190,622.75. In compliance to the NS, we submitted supporting documents in 2022. After reviewing the documents that we submitted to them, the COA issued Notice of Settlement of Suspension/Disallowance/Charge (NSSDC) which indicated that there are still lacking documents needed to be submitted.

OP Memo Circular No. 07, s. 2024 dated January 17, 2024 and OP Memo Circular No. 13, s. 2024 dated January 26, 2024 were issued respectively for the 1st and 2nd Batch of Compliance to COA NSSDC particularly on the NS on Food Expenses.

In summary, out of the P2.82 million to be complied for Batch 1 and Batch 2, the Accounting Office received from various offices the supporting documents for the transactions totaling P1.66 million, leaving the remaining balance of P1.16 million unsubmitted.

In view of this, the different offices concerned are directed to submit the lacking documents required by the COA (**Annex A**) to the Accounting Office for consolidation. Please refer to **Annex B** for the assigned Accounting Office personnel who will assist you on this matter. Kindly coordinate with them thru IP Phone Local No. 1006 or IP messaging.

Moreover, kindly note that only 21 out of 33 NS has been issued NSSDC by the COA as of to date, this means that another NSSDC will be issued for the remaining NS. It is also possible that the documents submitted will not be acceptable by COA, or the justifications submitted will not be considered.

Please comply with the above requirements not later than **June 28, 2024**. Failure to comply will lead to the possible issuance of Notice of Disallowance which will require us to refund the disbursed amount.

For prompt compliance.

Annex A - Summary of Meals per Activity with lacking documentary requirements

1,166,743.00 - 1,166,743.00

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-010	2	I23	10.06.2020	CAFS Orientation Program	08.24.2020	CAFS	25	6,500.00	-	6,500.00	Activity Design, a copy of the program/ schedule of activities, & Activity Report	RAF	Jeah Mae Ebero
21-001	11	H1	01.08.2020		11.25.2019	College of Veterinary Medicine (CVM)	7&10	4,420.00	-	4,420.00	Activity Design & Notice/ Office Order/ Memo. Authorizing the activity	RAF	Ian Godoy
21-001	54	G6	01.15.2020	CVM Emergency Meeting RE: Non-Conformance Findings	10.1-2.2019	College of Veterinary Medicine (CVM)	20.15 15	2,650.00	-	2,650.00	Notice of Meeting/ Activity with Agenda, & Minutes of Meeting for Oct. 2, 2019 - snacks were served amounting to P900.00.	RAF	Ian Godoy
21-009	5	I19	09.10.2020	To Present paper of the Regional Advisory Committee of Disease Control	3.03.2020	College of Veterinary Medicine (CVM)	7	2,600.00	-	2,600.00	Activity Design & Activity Report with pictures	RAF	Ian Godoy
21-010	49	G37	10.27.2020	Institutional Animal Care & Use Committee (IACUC) Meeting	8.04.2020	College of Veterinary Medicine (CVM)	5	300.00	-	300.00	Minutes of the Meeting	RAF	Ian Godoy
21-011	13	G39	11.10.2020	CVM Special Meeting Research and Extension Committee Meeting	8.17.2020	College of Veterinary Medicine (CVM)	13 11	7,620.00	-	7,620.00	Activity Design & Activity Report with pictures	RAF	Ian Godoy
21-012	15	I34	01/08/2020	Workshop & Lecture with Dr. Roeland Leezer	11.14-15.2019	College of Veterinary Medicine (CVM)		6,800.00	-	6,800.00	Notice of Meeting/ Office Order/ Memo authorizing the activity/ letter of invitations to participants (Nov. 15, 2019), & Activity Design & Activity Report with pictures (Nov. 14-15, 2019)	IGF	Ian Godoy
21-013	7	G56	02/07/2020	Meeting with brgy. Officials with regards with schistosomiasis project	11.28.2019	College of Veterinary Medicine (CVM)		17,100.00	-	17,100.00	Targeted List of Participants and Office Order/ Memo. Authorizing the conduct of the activity or letter-invitations to participants- Brgy. Officials	IGF	Ian Godoy
21-012	10	G45	01/08/2020	Meeting on cultural presentation activities	08.02.2019	Culture and the Arts Center (CAC)		750.00	-	750.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-012	38	K 15	01/15/2020	Meeting for VSU night 2019	11.12.2019	Culture and the Arts Center (CAC)		1,800.00	-	1,800.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-012	45	I36	01/15/2020	Workshop on strategic planning	10.24.2019	Culture and the Arts Center (CAC)		10,940.00	-	10,940.00	Activity Design, Targeted list of participants, Notice of Activity/ Office Order/ Memo authorizing the conduct of the activity/ letter of invitations to participants, and Activity Report	IGF	Jea Grace Bulacan
21-019	35	J 35	09/30/2020	VSU Night Working Committee	11.27-29.2019	Culture and the Arts Center (CAC)		11,500.00	-	11,500.00	Attendance Sheet, Activity Design, Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-004	14	G16	04.23.2020	RCTWG and RCVIG Meeting	11.28-29.2019	DA, Philrootcrops	5.40.25.40.7	52,550.00	-	52,550.00	Duly signed/ approved Minutes of Meeting, Activity Design, pictures taken during the activity, & a copy of the program/ schedule of activities (Nov 28-29, 2019). Supporting documents such as an attendance sheet for the meals served on Nov 27 & 30, 2019 amounting to P2,650.00 which were included in the payment.	RAF	Jiya Mejia
21-012	61	I38	01/28/2020	Seminar workshop on simple farm record keeping and profitability assessment	11.23.2019	Department of Economics (DOE)		13,500.00	-	13,500.00	Signed/ approved Training Design & Target List of Participants; Notice/ Office Order/ Memo. Authorizing the conduct of the activity, or letter-invitations to target participants & Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-005	3	G17	05.07.2020	Meeting	02.4&6.2020	Department of Mechanical Engineering (DME)	10	800.00	-	800.00	Attendance Sheet, Notice of Meeting, & Minutes of the Meeting for the snacks served on Feb 4, 2020, amounting to P600.00, included in the payment	RAF	Christopher Jhon "Bong" Sta Iglesia
21-012	24	J 22	01/10/2020	Judges during the VSU livestock challenge 2019 - Volunteer Rodeo Officials of Masbate (VROM)	04.25-28.2019	Dept. of Animal Science (DAS)		13,760.00	-	13,760.00	Attendance Sheet, copies of the Invitation Letters to the Judges, & Activity Report with pictures	IGF	Jeah Mae Ebero
21-014	7	I47	03/10/2020	Course on Road Safety and Traffic Administration	10.30.2019	Dept. of Civil Engineering (DCE)		15,050.00	-	15,050.00	Training/ Activity Design and Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-016	33	I56	06/17/2020	Short Course on Road Safety	11.29.2019	Dept. of Civil Engineering (DCE)		3,600.00	-	3,600.00	Activity/ Training Design; Notice/ Memo. Authorizing the conduct of the Activity, or letter-invitations to participants; & Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-001	43	I4	01.15.2020	Baseline Data Gathering (Impact Study)	11.29.2018	Dept. of Food Science & Tech. (DFST)	20	4,150.00	-	4,150.00	Activity Design, & Notice/ Office Order/ Memo. Authorizing the activity	RAF	Jeah Mae Ebero
21-001	61	I6	01.15.2020	Basic of Quality Assurance and Control	11.13.2019	Dept. of Food Science & Tech. (DFST)	60.60.50	36,700.00	-	36,700.00	Notice/ Office Order/ Memo. Authorizing the activity, or letter-invitations to target participants, (Nov 13-15, 2019) Attendance Sheet For the snacks served on Nov 14, 2019 amounting to P2,100.00.	RAF	Jeah Mae Ebero
21-011	20	E14	11.16.2020	ISO re-echo Seminar	7.19.2020	Dept. of Food Science & Tech. (DFST)	8	790.00	-	790.00	Notice of Meeting/ Activity & Activity Report with pictures	RAF	Jeah Mae Ebero
21-012	46	J 20	01/28/2020	Presentation of undergraduates thesis	12.13-14 & 19.2018	Dept. of Food Science & Tech. (DFST)		7,440.00	-	7,440.00	Activity Design, Targeted list of participants, Notice of Activity/ Office Order/ Memo authorizing the conduct of the activity/ letter of invitations to participants, and pictures taken during the activity	IGF	Jeah Mae Ebero
21-001	44	I4	01.15.2020	Orientation on Geotagging Protocol	11.6-7.2019	Dept. of Geodetic Engineering (DGE)	10.4	3,000.00	-	3,000.00	Activity Design Nov. 06, 2019; Notice of Meeting/ Activity on Nov. 07, 2019; & Minutes of Meeting/ Activity Report with pictures on Nov. 6 & 7, 2019.	RAF	Christopher Jhon "Bong" Sta Iglesia

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-006	10	G21	06.02.2020	Emergency Meeting	10.04.2020	Dept. of Geodetic Engineering (DGE)	10	600.00	-	600.00	Notice of the Meeting with Agenda, and Minutes of Meeting (Oct 4, 2020).	RAF	Christopher Jhon "Bong" Sta Iglesia
21-013	42	H24	02/13/2020		11.12.2019	Dept. of Geodetic Engineering (DGE)		1,800.00	-	1,800.00	Activity Report with pictures (Nov.12, 2019)	IGF	Christopher Jhon "Bong" Sta Iglesia
21-013	43	B6	02/13/2020	Geotagging of the generated hazard maps in VSU	11.14.2019	Dept. of Geodetic Engineering (DGE)		2,400.00	-	2,400.00	Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-005	8	I12	05.07.2020	Writeshop	02.07-08.2020	Dept. Of Meteorology	4	4,620.00	-	4,620.00	Activity Design and Activity Report with pictures	RAF	Christopher Jhon "Bong" Sta Iglesia
21-012	27	G47	01/10/2020	Pre-event meeting on the hospitality industry system seminar	11.15-16.2019	Dept. of Tourism and Hospitality Management (DTHM)		6,040.00	-	6,040.00	Notice of Meeting & Minutes of Meeting on Nov. 16, 2019	IGF	Christopher Jhon "Bong" Sta Iglesia
21-013	9	I41	02/07/2020	Lecture-seminar on DBE syllabus and TOS preparation and review	11.12.2019	Dept. of Tourism and Hospitality Management (DTHM)		1,700.00	-	1,700.00	Signed/ approved Training Design and Program, Notice of Activity/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity Report with pictures	IGF	Christopher Jhon "Bong" Sta Iglesia
21-009	27	H13	09.29.2020		11.20.2019	DFST	21	22,300.00	-	22,300.00	Attendance Sheet (Nov 18-19, 2019), Activity Report (Nov 18, 2019), and pictures taken during the activity. Notice of Activity/ Office Order/ Memo authorizing the conduct of the activity/ letter of invitations to participants (Nov 18 to 20, 2019)	RAF	Jeah Mae Ebero
21-001	58	B1	01.15.2020	Cross Visitation to Canaan Farm	11.18.2019	Eco-Farmi	8	3,440.00	-	3,440.00	Signed/ approved Activity Report & Activity Design, & Notice/ Officer Order/ Memo. Authorizing the activity	RAF	Patrice Joi Diaz
21-013	44	I43	02/13/2020	Capability building on Land use development and infrastructure planning	12.10-11.2019	Eco-Farmi		51,220.00	-	51,220.00	Activity Report with pictures, & signed/ approved Activity/ Training Design	IGF	Patrice Joi Diaz
21-006	25	H11	06.10.2020		02.17.2020	Education	5	1,000.00	-	1,000.00	Activity Report	RAF	Christopher Jhon "Bong" Sta Iglesia
21-013	54	I45	02/19/2020	Gender Sensitivity and Anti-sexual Harassment Orientation for BSHRTM Students	07.16.2019	GAD		10,700.00	-	10,700.00	Signed/ approved Activity/ Training Design, & Activity Report with pictures	IGF	Menchu Sabando
21-001	28	J 1	01.08.2020	(Snacks served during ASEAN Quiz Show)	08.27.2019	IAO	100	5,000.00	-	5,000.00	Activity Design and Activity Report with pictures.	RAF	Patrice Joi Diaz
21-001			01.08.2020	Seminar on Humanosphere Potentiality Index	Sept. 11, 16, 17, 19 & 20, 2019	IAO	*.80,3.3.3	19,060.00	-	19,060.00	Activity / Training Design, Notice / Office Order/ Memo. Authorizing the activity, or letter-invitations acknowledged by participants, & Activity Report with pictures (Sept. 16, 2019)	RAF	Patrice Joi Diaz
21-001	29	I3							-	9,100.00	Activity Design & Activity Report with pictures	RAF	Patrice Joi Diaz
21-006	32	G24	06.17.2020	QS Meeting	02.21.2020	IAO	35	9,100.00	-	9,100.00	Agenda & Minutes of the Meeting	RAF	Patrice Joi Diaz
21-006	36	G25	06.29.2020	QS Meeting	03.09.2020	IAO	30	1,800.00	-	1,800.00	Activity report with pictures	RAF	Patrice Joi Diaz
21-007	1	H12	07.9.2020		3.13.2020	IAO	6	1,200.00	-	1,200.00	Activity Report with pictures	IGF	Patrice Joi Diaz
21-013	13	A3	02/07/2020	Welcome party for KGU exchange students	12.09.2019	IAO		1,200.00	-	1,200.00	Notice of Meeting and Minutes of Meeting	IGF	Patrice Joi Diaz
21-013	62	G62	02/19/2020	QS Meeting	11.18.2019	IAO		2,850.00	-	2,850.00	Activity Design & Activity Report with pictures	RAF	Patrice Joi Diaz
21-008	8	J 11	08.20.2020	Sebisyo Kabataan Online-Live episode	6.19.2020	IO - Web Team	12	770.00	-	770.00	Activity Design & Activity Report with pictures	RAF	Patrice Joi Diaz
21-008	9	J 11	08.20.2020	Sebisyo Kabataan Online-Live episode	6.26.2020	IO - Web Team	12	1,420.00	-	1,420.00	Activity Design & Activity Report with pictures	RAF	Patrice Joi Diaz
21-010	36	J 14	10.16.2020	Mobile Museum	3.02.2020	IO - Web Team	50	3,000.00	-	3,000.00	Activity Design & Activity Report with pictures	RAF	Patrice Joi Diaz
21-011	36	G42	11.24.2020	Meeting	10.06.2020	IO - Web Team	6	350.00	-	350.00	Notice of Meeting with Agenda & Minutes of the Meeting	RAF	Patrice Joi Diaz
21-011	37	H19	11.24.2020		9.09.2020	ITEEM	8	450.00	-	450.00	Activity Report	RAF	Ian Godoy
21-013	14	I42	02/07/2020	Plant-tissue culture training: laboratory establishment and management, culture techniques and protocols on selected crops	12.09-13.2019	NARC		49,200.00	-	49,200.00	Pictures taken during the activity	IGF	Jiya Mejia
21-016	16	I54	06/09/2020	ROTC lecture on DRRM - First Aid	02.22.2020	NSTP		3,240.00	-	3,240.00	Notice/ Office Order/ Memo. Authorizing the conduct of the activity, or letter-invitations to participants; Activity Report with pictures	IGF	Ian Godoy
21-001	45	K 2	01.15.2020	Flag Raising Ceremony- (Civil Service at 119: Upholding Integrity and building a high-trust Society)	09.02.2019	Office of the President (OP)	700	21,700.00	-	21,700.00	Activity Design and Activity Report with pictures.	RAF	Jea Grace Bulacan
21-001	30	G3	01.08.2020	Meeting rediscuss BOR action on reclassification of academic ranks through NBC 461-7th cycle	11.04.2019	OP	30	1,500.00	-	1,500.00	Notice of Meeting, with Agenda, & Minutes of Meeting	RAF	Jea Grace Bulacan
21-005	24	G19	05.26.2020	Meeting re Road Right of Way request	02.27.2020	OP	12	720.00	-	720.00	Minutes of the Meeting	RAF	Jea Grace Bulacan
21-005	26	H10	05.26.2020			OP		3,450.00	-	3,450.00	Activity Report with pictures	RAF	Jea Grace Bulacan
21-005	29	J 9	05.27.2020	Formal Administrative Investigation	02.28.2020	OP	10	600.00	-	600.00	Activity Report	RAF	Jea Grace Bulacan
21-005	30	G20	05.27.2020	139th University Adco Meeting	02.21.2020	OP	45	11,475.00	-	11,475.00	Activity Design & Activity Report with pictures	RAF	Jea Grace Bulacan
21-008	10	G28	08.20.2020	University ADCG Meeting (Teleconference)	5.29.2020	OP	36	1,200.00	-	1,200.00	Signed Attendance Sheet, Notice of Meeting & Minutes of the Meeting	RAF	Jea Grace Bulacan
21-010	32	G35	10.14.2020	Discuss the investigation report on the reported robbery at the VSU AC last Apr. 9, 2019	9.10& 18.2019	OP	7	390.00	-	390.00	Minutes of the Meeting/ Activity Report	RAF	Jea Grace Bulacan
21-010	43	H16	10.19.2020		1.29.2018	OP	30	1,800.00	-	1,800.00	Attendance Sheets, Notice of Meeting, and Minutes of Meeting	RAF	Jea Grace Bulacan
21-012	23	J 22	01/10/2020	GSIS-GFAL MOA Signing	10.17.2019	OP		1,200.00	-	1,200.00	Notice of Meeting/ Activity, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-012	33	I35	01/15/2020	Continuation of IUC proposal workshop	08.27.2019	OP		2,500.00	-	2,500.00	Activity Design, Notice of Activity/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity Report with pictures	IGF	Jea Grace Bulacan
21-014	5	H25	03/10/2020		01.09.2020	OP		615.00	-	615.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-014	12	A5	03/17/2020	To entertain FAREAST visitors	1.30.2020	OP		800.00	-	800.00	Attendance Sheet and Activity Report with pictures	IGF	Jea Grace Bulacan

NS No	No	Numbering	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-019	12	H29	09/14/2020		07.16.2019	OP-CF		7,750.00	-	7,750.00	Attendance Sheet, Activity Design, copy of the Program/ Schedule of Activities, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-019	31	L 14	09/30/2020	Review of Quality Procedures under the Office of the President	07.18.2019	OP-ISO		600.00	-	600.00	Notice of Meeting/ Activity and Minutes of Meeting/ Activity Report	IGF	Jea Grace Bulacan
21-019	32	L 15	09/30/2020	Management Review of QMS	07.20.2019	OP-ISO		3,350.00	-	3,350.00	Notice of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-016	7	G73	06/03/2020	46th University Academic Council Meeting	03.10.2020	OP-UAC		25,300.00	-	25,300.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-012	14	G45	01/08/2020	137th University ADCO Meeting	11.13.2019	OP-UADCO		13,755.00	-	13,755.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-012	30	G48	01/15/2020	136th University ADCO meeting	10.07.2019	OP-UADCO		20,975.00	-	20,975.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-015	25	G70	05/22/2020	138th University ADCO Meeting	12.13.2019	OP-UADCO		3,375.00	-	3,375.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-016	1	G72	06/02/2020	University ADCO Meeting (Emergency)	03.13.2020	OP-UADCO		2,250.00	-	2,250.00	Notice of Meeting, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	8	G74	06/04/2020	140th University ADCO Meeting	03.06.2020	OP-UADCO		11,475.00	-	11,475.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-019	5	G85	09/11/2020	University ADCO Meeting	07.07.2020	OP-UADCO		720.00	-	720.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	13	G86	09/14/2020	University ADCO Meeting	07.03.2020	OP-UADCO		720.00	-	720.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	18	G87	09/17/2020	University ADCO Meeting	06.09.2020	OP-UADCO		2,400.00	-	2,400.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	19	G87	09/17/2020	University ADCO Meeting	07.19.2020	OP-UADCO		2,050.00	-	2,050.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	14	G91	10/12/2020	University ADCO Meeting	08.06.2020	OP-UADCO		8,010.00	-	8,010.00	Notice of Meeting and Minutes of Meeting / Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	18	G91	10/12/2020	University ADCO Meeting	08.24.2020	OP-UADCO		2,990.00	-	2,990.00	Notice of Meeting and Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-010	18	I24	10/06.2020	Workshop on the encoding of revisions of the Quality Procedures and forms of OVPAA	08.28.2020	OVPAA	4	720.00	-	720.00	Notice of the Meeting/ Activity & Activity report with pictures	RAF	Jiya Mejia
21-020	52	I66	10/27/2020	Workshop on the encoding of revisions of the Quality Procedures and forms of OVPAA	09.02.2020	OVPAA		390.00	-	390.00	Activity/ Training Design, Notice of Activity, & Activity Report	IGF	Jiya Mejia
21-020	55	G94	10/27/2020	Meeting and distribution of lms	09.07.2020	OVPAA		360.00	-	360.00	Notice of Meeting, & Minutes of Meeting / Activity Report	IGF	Jiya Mejia
21-012	68	I39	01/29/2020	Workshop on SWOT ROA and OTP with officers under OVPAF	11.07-08.2019	OVPAF		20,200.00	-	20,200.00	Activity Report with pictures	IGF	Maribel Caballero
21-013	46	G60	02/13/2020	Meeting with PMT members and secretariat	11.27.2019	OVPAF		720.00	-	720.00	Notice of Meeting and Minutes of Meeting	IGF	Maribel Caballero
21-018	2	G82	08/13/2020	Online submission of Bids	06.23.2020	OVPAF		840.00	-	840.00	Notice of Meeting and Minutes of Meeting	IGF	Maribel Caballero
21-018	8	G82	08/13/2020	Meeting on the Review and Updating of the Work & Financial Plans	06.04.2020	OVPAF		750.00	-	750.00	Notice of Meeting and Minutes of Meeting (June 16, 2020)	IGF	Maribel Caballero
21-018	11	G82	08/13/2020	NAPB Meeting	06.25.2020	OVPAF		1,320.00	-	1,320.00	Minutes of Meetings	IGF	Maribel Caballero
21-019	7	I60	09/11/2020	RSP reorientation for end users (ODAHRD and PRPEO)	07.02.2020	OVPAF		720.00	-	720.00	Signed/ approved Training Proposal and Activity Report	IGF	Maribel Caballero
21-012	5	L 17	01/07/2020	Faculty Development Review	09.27.2019	OVPI		5,800.00	-	5,800.00	Activity Report with pictures	IGF	Jiya Mejia
21-012	21	G46	01/08/2020	APB Meeting	11.21.2019	OVPI		1,040.00	-	1,040.00	Signed/ approved Minutes of the Meeting	IGF	Jiya Mejia
21-013	25	J 26	02/13/2020	Department Format of the Citizens Charter	12.04.2019	OVPI		2,000.00	-	2,000.00	Activity/ Training Design, Notice of Meeting/ Activity, & Minutes of the Meeting/ Activity Report	IGF	Jiya Mejia
21-014	2	G63	03/05/2020	VSFC-AS Meeting	01.24.2020	OVPI		990.00	-	990.00	Minutes of Meeting	IGF	Jiya Mejia
21-016	25	G77	06/10/2020	Curriculum Committee Meeting (AB Philosophy and VSU Tolosa's Proposals)	03.04.2020	OVPI		2,100.00	-	2,100.00	Notice of Meeting and Minutes of Meeting	IGF	Jiya Mejia
21-018	6	G82	08/06/2020	VSFC-AS Meeting	06.03.2020	OVPI		600.00	-	600.00	Notice of Meeting and Minutes of Meeting	IGF	Jiya Mejia
21-018	16	G83	08/27/2020	VSFC-AS Meeting	07.10.2020	OVPI		660.00	-	660.00	Notice of Meeting and Minutes of Meeting	IGF	Jiya Mejia
21-019	21	G87	09/17/2020	VSFC-AS Meeting	07.23.2020	OVPI		720.00	-	720.00	Notice of Meeting, Agenda, and Minutes of Meeting	IGF	Jiya Mejia
21-001	20	H2	01.08.2020	On site visit of DOST-PCAARDD Staff to Conduct a Monitoring of Dr. Cruz's Activities	05.21-22.2019	OVPRE	*.8.3.3.3	3,420.00	-	3,420.00	All the required documents - Notice of Meeting/ Activity with Agenda & Minutes of the Meeting/ Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-001	31	J 1	10.06.2020		02.13&22.2020	OVPRE		6,120.00	-	6,120.00	Attendance Sheet, Notice of Meeting with Agenda & Minutes of the Meeting for the meals on May 22, 2019, amounting to P990.00.	RAF	Marites "Mhatet" Catibo
21-010	1	H14	11.04.2020		9.14-18.2020	OVPSAS	23.28.39.25.41	56,400.00	-	56,400.00	Duly signed/ approved Training Design; Notice of Activity/ Office Order/ Memo authorizing the activity/ letter of invitations; and Activity Report	RAF	Marites "Mhatet" Catibo
21-011	11	H17	01.08.2020	Philrootcrops Research and Development Council Meeting	10.1&8.2019	Philrootcrops	20	3,500.00	-	3,500.00	Activity Design, Notice of Meeting/ Activity with Agenda & Activity report with pictures	RAF	Ian Godoy
21-001	7	G2	01.15.2020		11.20.2019	Philrootcrops	20	1,200.00	-	1,200.00	Attendance Sheet, Notice of Meeting with Agenda & Minutes of the Meeting for the snacks on Oct. 1, 2019 amounting to P 1, 400.00	RAF	Jiya Mejia
21-001	39	H3							-		Notice of meeting with Agenda, Activity/ Training Design, & Minutes of the Meeting/ Activity Report with pictures	RAF	Jiya Mejia
21-008	3	G27	08.17.2020	PRDC Meeting	05.06.2020	Philrootcrops	20	1,000.00	-	1,000.00	Duly signed/ approved Minutes of Meeting	RAF	Jiya Mejia
21-010	11	D5	10.06.2020	Interview of Applicants	07.29.2020	Philrootcrops	10	990.00	-	990.00	Activity Report with pictures	RAF	Jiya Mejia
21-010	14	D5	10.06.2020	Interview of Applicants	07.22.2020	Philrootcrops	10	820.00	-	820.00	Activity Report with pictures	RAF	Jiya Mejia
21-011	7	G38	11.04.2020	PRDC Meeting	9.14.2020	Philrootcrops	12	1,950.00	-	1,950.00	Duly signed/ approved Minutes of Meeting	RAF	Jiya Mejia
21-020	11	H31	10/08/2020	Alay Linis	08.25-26.2020	Philrootcrops - CASL		7,440.00	-	7,440.00	Activity Design and Activity Report with pictures	IGF	Jiya Mejia
21-011	4	J 16	11.04.2020	General Cleaning at Philrootcrops Center's Vicinity	9.04.2020	PRCRTC	24 (am), 32 (pm)	3,800.00	-	3,800.00	Activity Report	RAF	Jiya Mejia
21-003	4	H5	03.10.2020	Stiching Stagiaries Cebu Board Members	01.18.2020	Research/ OVPRE Bacusmo	10	2,100.00	-	2,100.00	Attendance Sheet, Activity Design, Notice of Meeting/ Activity, & Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-003	8	H6	03.17.2020		01.29.2020	Research/ OVPRE Bacusmo	10	2,000.00	-	2,000.00	Attendance Sheet, Activity/ Training Design, Notice of Meeting/ Activity with Agenda, & Minutes of Meeting/ Activity Report with pictures	RAF	Marites "Mhatet" Catibo
21-001	38	J 2	01.15.2020	University Earthquake drill for 1st Sem. SY 2019-2020	10.29-30.2019	SSO	20.22	7,823.00	-	7,823.00	Notice/ Office Order/ Memo. Authorizing the activity, or letter-invitations acknowledged by participants, & Activity Report with pictures.	RAF	Ian Godoy
21-009	19	I21	09.24.2020	Fire Truck Operators Seminar/Drill Part 2	12.06.2019	SSO	15	22,230.00	-	22,230.00	Notice of Activity/ Office Order/ Memo authorizing the activity/ letter invitations to participants, & Activity Report with pictures	RAF	Ian Godoy
21-020	50	G94	10/27/2020	University ADCO Meeting	07.13.2020	UADCO		1,840.00	-	1,840.00	Minutes of Meeting	IGF	Jea Grace Bulacan

NS No	No	Number	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-015	19	G70	05/20/2020	Meeting re discuss BOR action on reclassification of academic ranks through NBC 461-7th cycle	11.05.2019	OP		2,150.00	-	2,150.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	10	H26	06/04/2020		10.08.2019	OP		4,210.00	-	4,210.00	Attendance Sheet and Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	11	H26	06/04/2020		12.25.2019	OP		8,700.00	-	8,700.00	Attendance Sheet/ List of persons served with their corresponding signatures, Activity Design, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-016	15	G75	06/08/2020	97th VSU Board of Regents Meeting (Teleconference)	04.28.2020	OP		1,800.00	-	1,800.00	Notice of Meeting and signed/ approved Minutes of Meeting	IGF	Jea Grace Bulacan
21-016	21	G77	06/10/2020	Urgent meeting re: Class Arrangements	04.16.2020	OP		900.00	-	900.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	4	J 33	09/04/2020	Preparation for VSU Anniv. 2020	03.03.2020	OP		2,100.00	-	2,100.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	9	G85	09/11/2020	VSU-BOR Finance Committee Meeting	07.10.2020	OP		975.00	-	975.00	Attendance Sheet and Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	23	G88	09/25/2020	134th University ADCO Meeting	12.04.2018	OP		3,375.00	-	3,375.00	Notice of Meeting/ Activity and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	16	G91	10/12/2020	VSU Board of Regents Meeting	08.19.2020	OP		1,400.00	-	1,400.00	Notice of Meeting and signed/ approved Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	17	G91	10/12/2020	Crafting of proposal for submission to CHED	08.21.2020	OP		3,500.00	-	3,500.00	Minutes of Meeting/ Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	21	H32	10/19/2020		09.30.2019	OP		530.00	-	530.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	22	J 36	10/19/2020	Finalization of additional qualifiers	08.03.2020	OP		300.00	-	300.00	Minutes of Meeting/ Activity Report	IGF	Jea Grace Bulacan
21-020	24	G92	10/19/2020	Urgent meeting	08.13.2020	OP		960.00	-	960.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	25	H32	10/19/2020		01.11.2019	OP		17,540.00	-	17,540.00	Activity Design, Targeted List of Participants, copy of the program/ schedule of activities, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	33	H32	10/19/2020		01.20.2020	OP		645.00	-	645.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	34	G92	10/19/2020	Meeting with DPWH re: implementation public restrooms of national highway	02.14.2019	OP		360.00	-	360.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	35	J 37	10/19/2020	96th VSU Anniversary	04.27.2020	OP		31,250.00	-	31,250.00	Attendance Sheet, List of persons served with their respective signatures, Targeted List of Participants, Activity Design, Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, & Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	36	H33	10/19/2020		06.30.2020	OP		2,425.00	-	2,425.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	37	H33	10/19/2020		09.08.2020	OP		360.00	-	360.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	38	G93	10/19/2020	University fire safety, fencing & street lighting plan	09.14.2020	OP		200.00	-	200.00	Notice of Meeting/ Activity, and Minutes of Meeting/ Activity Report	IGF	Jea Grace Bulacan
21-020	39	G93	10/19/2020	Meeting on budgetary matters	09.02.2020	OP		540.00	-	540.00	Notice of Meeting/ Activity, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	40	L 23	10/19/2020	Presentation of Strategic and Tactical Plan	09.02.2020	OP		540.00	-	540.00	Notice of Meeting/ Activity, and Minutes of Meeting/ Activity Report	IGF	Jea Grace Bulacan
21-020	41	H33	10/19/2020		09.03.2020	OP		720.00	-	720.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	42	G93	10/19/2020	Follow-up meeting on DA-Biotech solicited meeting	06.08.2020	OP		1,980.00	-	1,980.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	43	H33	10/19/2020		06.01.2020	OP		450.00	-	450.00	Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	44	H33	10/19/2020		08.09.2018	OP		540.00	-	540.00	Attendance Sheet, Notice of Meeting/ Activity, and Activity Report	IGF	Jea Grace Bulacan
21-020	51	H34	10/27/2020		06.15.2018	OP		1,140.00	-	1,140.00	Attendance Sheet, Activity Design, copy of the Program/ Schedule of Activities, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	56	L 24	10/27/2020	Presentation of Guide for Strategic Planning and Presentation of Forms	09.09.2020	OP		2,325.00	-	2,325.00	Activity/ Training Design, targeted List of Participants, Notice/ Office Order/ memo authorizing the activity/ letter invitations to participants, & Activity Report with pictures	IGF	Jea Grace Bulacan
21-020	57	H34	10/27/2020		02.11&13.2019	OP		11,275.00	-	11,275.00	Activity/ Narrative Report with pictures	IGF	Jea Grace Bulacan
21-020	60	G96	10/30/2020	Budgetary Matters	09.15.2020	OP		250.00	-	250.00	Notice of Meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	61	H35	10/30/2020		07.30.2020	OP		700.00	-	700.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-020	62	H35	10/30/2020		07.15.2020	OP		780.00	-	780.00	Attendance Sheet, Agenda, and Minutes of Meeting	IGF	Jea Grace Bulacan
21-021	11	H36	11/03/2020		04.19.2018	OP		1,200.00	-	1,200.00	Notice of Meeting, Agenda, Minutes of Meeting and pictures taken during the activity	IGF	Jea Grace Bulacan
21-021	12	H36	11/03/2020		04.20.2018	OP		1,440.00	-	1,440.00	Notice of Meeting, Agenda, Minutes of Meeting and pictures taken during the activity	IGF	Jea Grace Bulacan
21-021	13	H36	11/03/2020		04.19.2018	OP		3,100.00	-	3,100.00	Attendance Sheet/ List of persons served with their corresponding signatures, Activity Design, Notice/ Office Order/ Memo authorizing the activity/ invitation letters, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-021	14	H36	11/03/2020		06.28.2018	OP		2,990.00	-	2,990.00	Notice of Meeting, Agenda, Minutes of Meeting and pictures taken during the activity	IGF	Jea Grace Bulacan
21-021	16	G97	11/03/2020	General Assembly SUC ACAP	07.24.2020	OP		3,000.00	-	3,000.00	Attendance Sheet	IGF	Jea Grace Bulacan
21-021	21	H37	11/13/2020		05.31.2018	OP		6,420.00	-	6,420.00	Notice of Meeting, Agenda, Minutes of Meeting and pictures taken during the activity	IGF	Jea Grace Bulacan
21-021	22	I 68	11/13/2020	Seminar on Bomb Threat Awareness and Proper Response	04.05.2019	OP		15,650.00	-	15,650.00	Activity Design, Targeted List of Participants, copy of the program/ schedule of activities, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-021	23	H37	11/13/2020		12.07.2018	OP		3,065.00	-	3,065.00	Notice of Meeting, Agenda, Minutes of Meeting and pictures taken during the activity	IGF	Jea Grace Bulacan
21-020	26	H32	10/19/2020		04.24-26.2019	OP - VSU Anniversary Funds		59,500.00	-	59,500.00	Attendance Sheet, Targeted List of Participants, Activity Design, Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-015	21	E20	05/22/2020	Post-ISO External Audit Assembly	02.21.2020	OP-CF		112,350.00	-	112,350.00	Targeted List of Participants, Activity Design, copy of the program, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-016	4	G72	06/02/2020	Urgent meeting re: COVID-19 threat	03.11.2020	OP-CF		3,360.00	-	3,360.00	Notice of meeting and Minutes of Meeting	IGF	Jea Grace Bulacan
21-019	10	H29	09/14/2020		07.14.2019	OP-CF		44,300.00	-	44,300.00	Attendance Sheet, Activity Design, copy of the Program/ Schedule of Activities, and Activity Report with pictures	IGF	Jea Grace Bulacan
21-019	11	H29	09/14/2020		07.15.2019	OP-CF		1,430.00	-	1,430.00	Attendance Sheet, Activity Design, copy of the Program/ Schedule of Activities, and Activity Report with pictures	IGF	Jea Grace Bulacan

NS No	No	Number	Date	Activity/Event	Date of Event	Office	No. of pax per billing	Amount	Settled	To comply	Lacking Supporting Documents	Fund Cluster	Accounting Office Personnel Assigned
21-009	11	J 12	09.16.2020	Serbisyo Kabataan Online Webisode 04	7.17.2020	UIMC	14	2,160.00	-	2,160.00	Activity Design & Activity Report with pictures	RAF	Patrice Joi Diaz
21-009	17	G31	09.16.2020	Pre-prod Meeting for Serbisyo Kabataan Online	7.10.2020	UIMC	12	1,420.00	-	1,420.00	Activity Design & Activity Report	RAF	Patrice Joi Diaz
21-012	9	I33	01/08/2020	Orientation on Student Housing-General Guidelines	10.23.2019	USSO		1,925.00	-	1,925.00	Activity Report with pictures	IGF	Ian Godoy
			02/19/2020	VSU Apartelle year-end review and planning workshop	12.16.2019	VSU Apartelle		3,670.00	-	3,670.00	Signed/ approved Training Design, Notice/ Office Order/ Memo. Authorizing the conduct of the activity, or letter-invitations to participants, and Activity Report with pictures	IGF	Patrice Joi Diaz
21-013	60	I46						4,900.00	-	4,900.00	Minutes of Meeting/ Activity Report with pictures	IGF	Maribel Caballero
21-012	26	G47	01/10/2020	Parents Consultation Meeting	11.05.2019	VSU HIS		26,660.00	-	26,660.00	Activity Design and Activity report	RAF	Patrice Joi Diaz
21-004	15	I11	04.23.2020	DOH Trainers for BLS	9.5-6.2019	VSU Hospital	10.8.40.5.6.40	4,200.00	-	4,200.00	Activity Report with pictures	IGF	Patrice Joi Diaz
21-013	34	I43	02/13/2020	Google classroom workshop	12.12.2019	VSU Web Team/OVPI		4,200.00	-	4,200.00	Activity Report with pictures	IGF	Patrice Joi Diaz
21-013	35	I43	02/13/2020	Google classroom workshop	12.13.2019	VSU Web Team/OVPI		2,700.00	-	2,700.00	Duly approved/ signed Activity Design & Activity Completion Report, Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants	RAF	Jiya Mejia
			10.16.2020	Cuttings of Sweet Potato & Distribution of Planting Materials	9.11.2020	VSU-ESED, Philrootcrops	15	2,170.00	-	2,170.00	Duly signed/ approved completion report, & Activity Design	RAF	Jiya Mejia
21-010	39	B3						1,300.00	-	1,300.00	Activity Design, Notice of the Meeting/ Activity & Activity Report	RAF	Jiya Mejia
21-011	3	L 12	11.04.2020	Monitoring & Area Assessment of Rootcrops Production Area	8.20.2020	VSU-ESED, Philrootcrops	9	3,100.00	-	3,100.00	Duly approved/ signed Activity Design & Activity Completion Report with pictures, Notice/ Office Order/ Memo authorizing the activity/ letter of invitations to participants	RAF	Jiya Mejia
21-011	8	B5	11.04.2020	Mentoring & Monitoring of Rootcropd Production Area in Baybay	8.12.2020	VSU-ESED, Philrootcrops							
21-011	19	I27	11.16.2020	Distribution of Sweet Potato Planting Materials & on-farm Demonstration	8.04.2020	VSU-ESED, Philrootcrops	12						

Annex B

Office Name	Sum of To comply
Christopher Jhon "Bong" Sta Iglesia	54,110.00
Department of Economics (DOE)	13,500.00
Department of Mechanical Engineering (DME)	800.00
Dept. of Civil Engineering (DCE)	18,650.00
Dept. of Geodetic Engineering (DGE)	7,800.00
Dept. Of Meteorology	4,620.00
Dept. of Tourism and Hospitality Management (DTHM)	7,740.00
Education	1,000.00
Ian Godoy	133,558.00
College of Veteriniry Medicine (CVM)	41,490.00
ITEEM	450.00
NSTP	3,240.00
OVPSAS	56,400.00
SSO	30,053.00
USSO	1,925.00
Jea Grace Bulacan	543,225.00
Culture and the Arts Center (CAC)	24,990.00
Office of the President (OP)	21,700.00
OP	168,035.00
OP - VSU Anniversary Funds	59,500.00
OP-CF	169,190.00
OP-ISO	3,950.00
OP-UAC	25,300.00
OP-UADCO	68,720.00
UADCO	1,840.00
Jeah Mae Ebero	91,640.00
CAFS	6,500.00
Dept. of Animal Science (DAS)	13,760.00
Dept. of Food Science & Tech. (DFST)	49,080.00
DFST	22,300.00
Jiya Mejia	147,100.00
DA, Philrootcrops	52,550.00
NARC	49,200.00
OVPA	1,470.00
OVPI	13,910.00
Philrootcrops	9,460.00
Philrootcrops - CASL	7,440.00
PRCRTC	3,800.00
VSU-ESED, Philrootcrops	9,270.00
Maribel Caballero	29,450.00
OVPAF	24,550.00
VSU HIS	4,900.00
Marites "Mhatet" Catibo	14,240.00
OVPRE	10,140.00
Research/ OVPRE - Bacusmo	4,100.00
Menchu Sabando	10,700.00
GAD	10,700.00
Patrice Joi Diaz	142,720.00
Eco-Farmi	54,660.00
IAO	40,210.00
IO - WEB Team	5,540.00
UIMC	3,580.00
VSU Apartelle	3,670.00
VSU Hospital	26,660.00
VSU Web Team/OVPI	8,400.00
Grand Total	1,166,743.00