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Office of the President

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MEMORANDUM NO. 134

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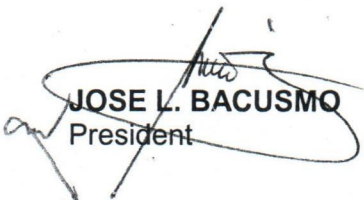
T O: **Ms. Rebecca B. Napiere**
Manager, Guest House

R E: **Mandatory actual inspection of products/purchases prior to its use and checking/current account under the GH Project**

Per recommendation of the audit review on Guest House Funds conducted by the Internal Audit Service Office (IASO) last March 9, 2009, your office is hereby directed to undergo the strict implementation of the following:

- Mandatory actual inspection for all products/purchases prior to its use. This will determine conformity of delivered items with specifications and the quantity is not in excess of the actual needs and that quantities ordered will correspond with the quantities invoiced and received. This is in accordance with Section 6.09 of COA Circular No. 95-006 dated May 18, 1995, to wit "*Inspection of consumable and perishable items, as well as unserviceable and disposable government property and other assets, shall be conducted by management. A copy of the report of inspection or its equivalent shall be submitted to the Head of the Auditing Unit within twenty-four (24) hours from acceptance of the items delivered and, in the case of unserviceable and disposable property/assets, immediately after inspection thereof by management*".
- All checks drawn should be countersigned by another responsible official and the checking or current account with the bank should be in the name of the Guest House project, not in the name of a person/individual.

Please be guided accordingly.


JOSE L. BACUSMO
President