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Office of the President

24 September 2012

Memorandum No. 262

Series of 2012

To: **Program/Project Leaders of CHED-HEDF grants**

Dr. Oscar Posas

Dr. Angela Ferraren

Dr. Roberto Guarte

Dr. Othello Capuno

Dr. Daniel Leslie Tan

Dr. Victor Asio

Dr. Luálhati Noriel

Ms. Erlinda S. Esguerra, Accountant

Accounting Staff In-Charge of CHED-HEDF grants

Re: **Visit of CHED-HEDF Team on Sept. 27-29, 2012**

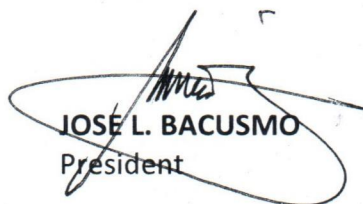
This is to inform you that on Sept. 27-29, 2012 a Team in-charge of the CHED-Higher Education Development Fund (HEDF) will visit the university to conduct orientation, monitor program/project implementation and financial utilization, provide administrative support on accounting and auditing, and gather reports on the program/project funded by CHED-HEDF. Attached is the list of programs/projects with for your reference.

In this connection, you are hereby directed to attend the conference with the team on Sept. 27, 2012 (10:00am) at the Office of the President. The following documents/reports on a per grant basis are required to be submitted during the said meeting:

1. Narrative Terminal/Status Report
2. Inventory Report of Property
3. Liquidation Report (for projects with unliquidated amount)
4. VSU file copies of:
 - a. CHED Approved Project Proposal
 - b. CHED Approved Work and financial Proposal
 - c. CHED Approved Gantt Chart (if any)

The Accounting Office is also directed to prepare Liquidation Report of each of these program/project for accounting and auditing of financial transactions.

For your guidance and compliance.


JOSE L. BACUSMO
President