

October 27, 1993

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MEMORANDUM NO. 233
Series of 1993

T O: Mr. Panfilo Estremos

SUBJECT: GSIS and LTO Pre-payment Vouchers

Records of the Cash Division reveals that GSIS and LTO pre-payment vouchers in your hand are not turned over to the Division immediately. This caused delay in preparing the required reports which ultimately resulted to delayed release by the DBM of our NCA.

In order therefore to avoid similar situation in the future, you are hereby reminded that GSIS and LTO pre-payment vouchers in your hands must be immediately returned to the Cash Division preferably the day after your trip.

Please be guided accordingly.

Samuel S. Go
SAMUEL S. GO
President

cc: Dr. N. P. Pascual
Mr. A. C. Arradaza, Jr.
Records
File