

November 22, 1995

MEMORANDUM NO. 131  
Series of 1995

T O : Mrs. Milagrosa L. Gamotin *gl 11/23*  
Mr. Sergio C. Abenio *— m*  
Mrs. Esther G. Talisaysay *gl 11/23*

SUBJECT : CASH EXAMINATIONS OF ACCOUNTABLE OFFICERS AT  
THE CASH DIVISION

In view of the total withdrawal of pre-audit by COA and in accordance with the concept of the Internal Audit Service, you are hereby directed to conduct unscheduled cash examinations of all accountable officers at the Cash Division at least twice a month. However, this office may issue separate directives to conduct cash examinations from time to time as the need arises.

Mrs. Gamotin shall take the lead in the cash examination with the assistance of Mr. Abenio and Mrs. Talisaysay.

The result of the cash examination shall be submitted immediately on the day the examination was conducted to this office with carbon copies to the Offices of the Vice President for Administration and the Administrative Officer.

This memorandum shall take effect immediately.

For compliance.

*[Signature]*  
SAMUEL S. GO  
President *slm*

cc: Dr. N. Pascual *- d*  
Ms. L. Cano *- d 11/23*  
Prof. S. Sandoval  
Ms. A. Fernandez *- map 11/23/95*  
Ms. C. Nuevo *- map*  
Ms. M. Pancito *- map*  
Ms. L. Daquipil *- map*  
COA *-*  
Records *gl 11/23*