



31 January 2018

MEMORANDUM NO. 28

Series of 2018

T O: All Concerned Vice-President, College Dean and Center Director

R E: Application for Fidelity Bond for Cash Advances

This is relative to COA Observation Memorandum No. 2017-018 dated September 20, 2017 on the accommodation of cash advances by accountable officer which was utilized by another employee for certain activities (Research Projects, Conferences, Anniversary Activities and etc.). Based on COA observation, this would expose the cash advances to possible risk of loss or misappropriation.

Hence, all Vice-Presidents, College Deans and Center Directors are directed to file application for fidelity bond to cater for cash advance needs of the respective offices under your jurisdiction. Kindly coordinate with Mrs. Corazon U. Nuevo, Head, Cash Division on the requirements for Fidelity Bond.

The deadline for filing is on February 20, 2018 since this has to be submitted to Bureau of Treasury, Tacloban Office.

For strict compliance.


EDGARDO E. TULIN
President