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Office of the President

13 July 2015

MEMORANDUM NO. 107

Series of 2015

**T O: Deans of Satellite Campuses**

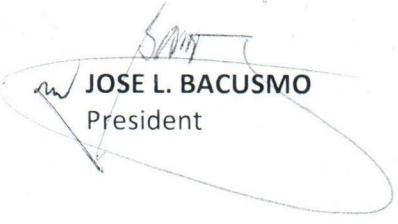
**R E: Prompt Remittance of Collections**

Per Audit Observation Memorandum (AOM) by the Commission on Audit (COA) dated May 7, 2015 which states as follows:

"Collection from tuition and other school fees under Special Trust Fund were not deposited promptly by the Cashier of Alang-alang Campus in violation of Section 69 of PD 1445 and Section 21, Volume I of NGAS Manual, thus exposing government funds to risks of possible loss and/or misuse."

In view of the foregoing, all Deans of Satellite Campuses are hereby directed to deposit their collections promptly to proper government depository the full amount of the collections not later than the following banking day.

For strict compliance.

  
**JOSE L. BACUSMO**  
President