



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

5 March 2002

MEMORANDUM NO. 78  
Series of 2002

T O: All Deans/Heads of External Campuses

R E: Submission of Financial Reports

We are experiencing delays in the submission of our consolidated Financial Reports as of December 31, 2001 to concerned government agencies (COA, Senate, Congress, Treasury, etc.) because some of the external campuses have not submitted their financial reports yet.

In this regard, please direct your Bookkeepers/Accountants to attend a meeting with us on March 7, 2002, 8:00 a.m. at the OVPA Conference Room so that we can help/assist them in preparing the required reports if such have not been prepared yet, or request them to bring the prepared ones.

  
PACIENCIA P. MILAN  
President

**LEYTE STATE UNIVERSITY**

Visca, Baybay, Leyte

**Accounting Division**

VICE PRES. FOR ADMINISTRATION  
VISCA, BAYBAY, LEYTE

**RECEIVED**

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March 5, 2002

Dr. Paciencia P. Milan  
President  
LSU, Visca, Baybay, Leyte

Thru: Dr. Jose M. Alkuino, Jr.  
Vice-President for Admin. & Finance

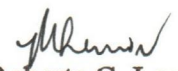
Dear Dr. Milan;

Please be informed that we are experiencing delays in the submission of Consolidated Financial Reports as of December 31, 2001 to concerned government agencies (COA, DBM, Senate, Congress, Treasury, etc.) because the CSIs have not submitted their financial reports yet, inspite of several follow-ups.

In this regard, may I request your good office to issue an official memorandum to CSIs regarding compliance with accounting requirements and the attendance of their Bookkeepers/Accountants to a meeting with us on March 7, 2002, 8:00 a.m. at the OVPA Conference Room in order to help/assist them and settle whatever problems they have in relation to closing of books. This memorandum is badly needed to ensure their presence because it has been an experienced that the CSI personnel are very slow in responding to our requirements if there is no official communication from your office.

Thank you.

Very truly yours,

  
Roberta C. Lemos  
Accountant IV

Cc: Mrs. NVCala, Dir. for Finance  
File