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OP Memorandum No. 476

Series of 2024

TO: Nick Freddy R. Bello, OIC Head Accounting Office
Jessamine C. Ecleo, BAC Secretariat

RE: Immediate Submission of Lacking Documents for Procurement Transactions

FROM: DR. PROSE IVY G. YEPES
University President

DATE: May 30, 2024

This Office received an Audit Observation Memorandum (AOM) No. 2024-010 from the Commission on Audit (COA) dated May 24, 2024 regarding disbursement transactions for the procurement of supplies, materials, and equipment totaling Php 14,501,841.50 in CY 2023. The transactions lacked complete documentation, and some submitted supporting documents were not signed and dated.

In line with this, you are hereby directed to immediately submit the lacking documents identified in Annex A to the Audit Team for evaluation.

COA expects your response to the aforementioned audit observations within five (5) calendar days from receipt of their memorandum.

For your information and usual support.

cc: File
OIC Audit Team Leader
VPAF

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