



OFFICE OF THE
PRESIDENT




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Memorandum No. ⁸⁹² —
Series of 2024

TO: **Queen-ever Y. Atupan, Cash Office Head**

RE: **Review and Inventory of Accountable Forms and Related Concerns**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **October 23, 2024**

Following the results of the cash examination conducted by the Commission on Audit (COA) as stated in the Management Letter dated October 15, 2024, and as recommended by the VSU Legal Officer, you are hereby directed to:

1. Review and inventory the assignment or issuance of accountable forms to designated collecting officers. Please submit necessary recommendations to the Office of the President regarding any improvements needed in this process.
2. Explain the delay in accessing and unlocking the safety vault. Please provide a detailed report on the reason for the delay and the steps being taken to resolve the issue promptly.
3. Process the application for fidelity bonds of all designated officers as soon as possible. Ensure that these applications are expedited to comply with the necessary requirements.

Your immediate action on these matters is essential for compliance with COA findings and for addressing any gaps in the cash handling processes.

For your reference and usual compliance.

cc: Director, FMO

OFFICE OF THE PRESIDENT

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