



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu-visca.edu.ph

Office of the President

13 May 2011

MEMORANDUM NO. 134

Series of 2011

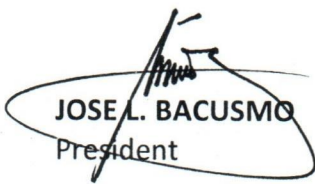
T O: Dr. Lolito C. Bestil
Ms. Velma P. Bontuyan
Mr. Simeon P. Sedrome
Ms. Erlinda S. Esguerra
Ms. Asteria A. Sevilla

R E: Committee to Investigate the Loss of Receipt at the Hostel

With Dr. Lolito C. Bestil as Chairperson and Ms. Asteria A. Sevilla as Secretary, please constitute yourselves into a Committee to conduct a fact-finding investigation as to the reported loss of accountable forms at the VSU Hostel.

Kindly submit your report to this office on or before June 15, 2011.

Please be guided accordingly.


JOSE L. BACUSMO
President

March 21, 2011

Dr. Jose L. Bacusmo
President, Visayas State University
Visca, Baybay, Leyte

Through:

Dr. Edgardo E. Tulin
Vice Pres. for Planning & Resource Generation

Dear Sir:

This is to report to you that the VSU Hostel had lost the original and copies of government accountable receipt form with serial numbers 8218396, 397,3 98, 399 and 400.

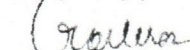
The receipts were kept in the cabinet together with the office supplies. The four (4) Front Desk Staff on an eight (8) hour shift were the ones to withdraw and deposit it back to the cabinet after issuance of receipts to guests.

We have discovered that the receipts containing the reported serial numbers were no longer in our position when we prepared the monthly report for February 2011. Upon examining of the bunch of receipts containing the subject serial numbers, we have found out that it was intentionally taken out by inserting a toll that is something sharp to open up the staple wire whereby freely pulling out all the copies of the five (5) receipts containing serial numbers 8218396, 397,398, 399 and 400.

The report for February 2011 had already been submitted (less the reported receipts) and an investigation of the case is still going on in coordination with Dr. Sulpecio C. Bantugan, the IGP Director.

Thank you very much.

Very truly yours,



VILMA C. OLLERAS

Project Manager, VSU Hostel

Noted:



SULPECIO C. BANTUGAN

IGP Director

Cc:OP
Security Office
File

RECEIVED
POST 1/19/2012 11