Placie to guided accordingly.

MEMORANDUM NO. 130 Series of 1986

T O: Dr. Emiliana N. Bernardo

Mr. Alfredo Arradaza, Jr.

Mr. Dominador Lauzon, Jr.

Ms. Beatriz Modina

Mr. Melecio B. Abogadie

All Department/Center Heads

R E: Submission of Year-End Reports to COA

The COA Resident Auditor has sent us a request to submit to his office not later than January 15, 1987 the following reports:

## 1. Departments and Research

- a. 1986 Accomplishment Report for every Department based on their targets and objectives.
- b. 1986 Research Accomplishment Report funded under the General Fund based on targets and objectives.
- c. 1986 Research Accomplishment Report funded by PCARRD, NSTA, Pilot Feed Mill and others based on targets and objectives.
- d. Statistical Information System for 1986.

## 2. Supply-Property Management Division

- a. 1986 Physical Inventory Report
- b. Inspection and Inventory Report

## 3. Accounting Division

- a. Preliminary Trial Balances (Old and New Accounts)
- b. Final Trial Balances (Old and New Accounts)
- c. Consolidated Preliminary and Final Trial Balances
- d. Comparative Statement of Operations of all funds
- e. Comparative Statements of Sources and Application of Funds
- f. Statement of Allotment, Obligation, Expenditures and Balances
- g. Aging of Cash Advances
- h. Aging of Receivables
- i. Aging of Accounts Payable
- j. Statement of Expenditures
- k. Agency Cash Inflow and Outflow

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For the purpose of COM, the reports needed from research do not have to be as elaborate as those normally submitted to the funding agencies. They only need summary of accomplishments by grouping as in No. 1 above and do not necessarily have to be by project or study. In this manner, the reports can be prepared faster. OFFICE (F THE PRISTORIT Please be guided accordingly. ELCTA CHE NO. 130 M. R. VILLANUEVA Officer-in-Charge Boalnador Lauron, Jr. de leacris Madana dr. Lelecto e Abecada All Deputation/Contex Hearth at Subdesion of Year-Britishports to CO. The COM Revidence Auditor has sent us a request no equals to his office not later knam January 13, 1987 the following reports: beese from recommend therear for every Dopar Chart based . sovifoe de bus areptal rieni no ent tibras bother arecent thereath descent descent Green Fund based on targets and according den 21 va betret treger thendationed in norsees total 15 in. Pilot Feed all and bungs based on targets and ## vt i Ser do Statistical Information System for 1960. noisivid themonessi virginia-vicina as 1780 Physical Inventory Report troces y come and is entory Notice to elegate mismooda . e. Predictionary Intel Balances (Old and Hen Accounts) b. Pipal Hital Jalances (GIG and New Accounts) . o. Consolidated Scotlainery and Final Tilel Balances d. Comparations Statement of Stocations of all funds b. Gomestative Statements of Sources and Application 1. Statement of Alletment, Obligation, Executives de light of Cash havances