

December 16, 1986

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OFFICE OF THE PRESIDENT

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

For the purpose of COA, 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 OF THE PRESIDENT

Please be guided accordingly.

M. R. VILLANUEVA
Officer-in-Charge

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, 1957 the following reports:

1. Research and Research

- a. 1956 Accomplishment Report for every Department based on their targets and objectives.
- b. 1956 Research Accomplishment Report based on targets and objectives.
- c. 1956 Research Accomplishment Report based on targets and objectives.

2. Statistical Information System for 1956

3. Inventory Management Division

- a. 1956 Physical Inventory Report
- b. Inspection and Inventory Report

4. Accounting Division

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