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OP Memorandum No. 483

Series of 2024

TO: Vivian V. Balbariono, SPO Head
Designated Inspectors of Supplies, Materials, and Equipment

RE: Strict Adherence to Procedures for Receiving, Inspecting, Accepting, and Issuing Goods

FROM: DR. PROSE IVY G. YEPES
University President

DATE: May 30, 2024

We have received Audit Observation Memorandum (AOM) No. 2024-010 from the Commission on Audit (COA) dated May 24, 2024, regarding non-compliance with procedures for the inspection, acceptance, and issuance of purchased supplies, materials, and equipment.

In line with this, you are hereby directed to strictly follow the procedures for receiving, inspecting, accepting, and issuing goods as outlined in the Government Accounting Manual for NGAs Volume I.

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

OFFICE OF THE PRESIDENT

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