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OFFICE OF THE
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OP Memorandum No. 482
Series of 2024

TO: Vivian V. Balbariono, SPO Head
Jessamine C. Ecleo, BAC Secretariat

RE: Compliance with Notification Requirements for Delivery of Purchased Items

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 failure to notify the Auditor of the delivery of purchased items within 24 hours of their acceptance.

In line with this, you are hereby directed to ensure strict compliance with submitting Notices of Delivery with copies of delivery documents and the report of inspection to the COA office within 24 hours of acceptance of such delivery, as per COA Circular No. 96-010.

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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