




Memorandum Order No. 14 - 2013

To : **MRS. JULIET DANIELS – Director of Finance**
MRS. DOMINGA BALLITOC – Chief, BUDGET Section
MRS. MARY LUNAG – Chief, CASH Section
MRS. ELYN BOLIGON – Chief, Accounting Section
ATTY. CANDICE G. BUYUCCAN – Chief Administrative Officer
GEMMA DUMAYA-AS – Collecting Officer
SAMUEL DOMINGO – Collecting Officer

From :  **SERAFIN L. NGOHAYON, Ph.D.**
University President

Subject : *Necessary actions regarding Audit Observations by the Commission on Audit.*

Date : **March 11, 2013**

1. In line with the pursuit of the 5th development Goal of the University which is to achieve excellence in administration and governance and in response to the various Audit Observation Memoranda issued by the Commission on Audit (COA), you are hereby directed to do and implement the following effective immediately.
2. AOM No. 2013-01 (2012) – Collections remained undeposited at year end and accountable officers failed to renew their bond with the Bureau of Treasury. To address this problem, the practice of using cash collections for giving/ paying cash advances to employees **MUST BE STOPPED**. All collections must be held intact to be deposited daily or not later than the next banking day as required (Sec. 21 of the Manual on New Government Accounting System). The Finance Director and the Chief Administrative Officer must see to it that all accountable officers renew their fidelity bond on time.
3. AOM No. 2013-03 (2012) – Payment of loan inadequately covered by appropriation and overstated loans payable. To avoid incurring the same problem in the succeeding years, the Finance and Budget Offices **MUST PROVIDE** in its annual and special budgets the full amount of loan amortization.
4. AOM No. 2013-05 (2012) – Non-allocation of Mandatory Reserve in the STF Special Budget. The Budget and Finance offices **MUST** allocate 10% of the tuition fees as contingency fund to be used in times of calamities/ needs.
5. AOM No. 2013-07 (2012) – Unsettled Cash Shortages. All collecting/ accountable officers **MUST** settle their cash shortages as per their manifestations and responses to demand letters issued by the former audit team on or before April 30, 2013 unless the new COA Audit Team agrees to a new payment schedule.
6. AOM No. 2013-09 (2012) – Understated Livestock Inventory. The accounting office must follow the recommended recording and journal entries.
7. For your guidance and compliance.