



September 2, 2022

Audit Observation Comm.: 2022-01A

PROF. ARGINA M. POMIDA  
Director, Office of the Director for Resource Generation and Auxiliary Services  
VSU, Baybay City, Leyte

Dear Prof. Pomida,

Warmest greetings from OHIA!

It was noteworthy to have received your prompt reply to my letter dated May 15, 2022. Hence, I have not received any communications from you with regard to my queries from then on.

I would like to secure the documents related to the guidelines on the submission of the financial reports of Business Related Fund Projects (BRF) with the old name Income Generation Projects (IGP) and of Internally Generated Fund Projects with the old name Special Trust Fund Projects.

As I have mentioned in my above-mentioned letter, my office seeks these documents for our basis in the audit. This is also in line with our ISO in the university. May I reiterate these guideline documents on the following concerns:

1. **Accounts Receivable collection.** Under whose responsibility? This is not stated in the project manager's duties and responsibilities.
2. **Deadline on the Submission of Monthly Financial Report.** When is the set deadline for the submission of the monthly financial report?
3. **Required Supporting Documents on the Financial Report.** What are the required attachments per project? Since there is a variety of projects, I suggest that you group them accordingly e.g. lodging, Our office would like clarity on these documents since your office mentioned that we follow the PASUC IGP book
4. **IGP In-house review.** When is the planned annual in-house review? Back then, In-house reviews were carried out during the 1<sup>st</sup> quarter of the year.
5. **Bakery project.** What were your actions on its collectibles? No collection from these will mean additional losses to the university. Who is responsible for the collection of receivables from the closed Bakery project? The total amount of collectibles as of the January 2020 financial report is PHP 237,635.88.
6. **Submission of Financial Report of Bakery project from February 1 to June 30, 2020 under Doryn Jan L. Avila.** These reports have not been submitted to date.
7. **Sanction/s or Action/s of your office for non-submission or delayed submission of financial reports.**

This is to reiterate our initial audit observation communication for 2022. I respectfully request a copy of the guidelines on or before September 30, 2022.

Should you have questions regarding this communication, please feel free to contact us at local 1045 on weekdays from 8:00 am to 5:00 pm excluding holidays.