



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT




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Memorandum No. 891
Series of 2024

TO: **Valerie C. Valenzona, Cash Collecting Officer**

RE: **Presentation of Accountable Forms (AF No. 51)**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **October 23, 2024**

After reviewing the results of the cash examination conducted by the Commission on Audit (COA) as stated in the Management Letter dated October 15, 2024, it has come to the attention of this Office that several accountable forms (AF No. 51) were not presented during the examination, as specified in Table 1.

In light of this, and as recommended by the VSU Legal Officer, you are hereby directed to present or produce the missing AF No. 51 forms as soon as possible to comply with COA requirements. Your prompt attention to this matter is essential to address the noted deficiencies.

For your reference and usual compliance.

cc: Head, Cash Office

OFFICE OF THE PRESIDENT

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