



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
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14 April 2021

MEMORANDUM NO. 16

Series of 2021

T O: **All Concerned Units**

SUBJECT: **Demand & Final Notice on the submission of Disbursement Vouchers (DVs) paid in the year 2020**

This is in relation to the Audit Observation Memorandum No. 2021-001 dated January 5, 2021 issued by Commission on Audit (COA) regarding the COVID related expenses as of 31 December 2020, particularly on Disbursements that were processed, approved and paid online without support of adequate documentation required per COA Circular No. 2012-001 dated 14 June 2012. Despite several follow-ups and notices by the Accounting Office and issuance of OVCA Memorandum Nos. 10, and 32 dated 08 June 2020 and 05 November 2020, the Disbursement Vouchers (DVs) listed in the attached Annex A were not yet submitted to the Accounting Office as of 31 March 2021.

It is in this context that we would like to **Demand Submission** of the original hardcopies of the **duly signed DV up to Box D** (Approved for Payment) and the required attachments to the Accounting Office **on or before 10 May 2021** for this will still be processed manually prior to its transmittal to COA for post-audit.

Let this Memorandum serve as a **Final Notice** as these DVs were long overdue for submission to COA. Non-compliance to the set deadline will result to issuance of Notice of Suspension/Disallowance from COA which will lead to the refund of the amount paid in full by those accountable officials who signed the said DVs due to deficiencies of required documents.

For guidance and strict compliance.

ROLANDO T. BELLO
Vice-Chancellor