



RA 9299

Republic of the Philippines
NEGROS ORIENTAL STATE UNIVERSITY
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June 25, 2004



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Office of the Vice President for Administration and Finance

March 8, 2022

VPAF OFFICE MEMORANDUM

Number 5, s. 2022

Michelle B. Creed
MICHELLE B. CREED

TO : MRS. MAURICE ANAVER B. DORDADO, University Accountant
MR. GLENN D. LUMJOD, Supply Officer *JAMES DANE* *[Signature]*

SUBJECT : AUDIT AND EVALUATION OF ACCOUNTING AND SUPPLY OFFICES

1. You are hereby directed to audit and evaluate your office process flow, personnel's tasks, and timeliness of these processes. Please indicate clearly your office process flow of transactions.
2. Kindly submit your report to the undersigned's office on or before **March 18, 2022** with appropriate recommendations.
3. For strict compliance and immediate action.

[Signature]
NOEL MARJON E. YASI, Psy. D.
Vice-President for Administration and Finance

Correspondence ID	DGAM- OVAF-MEMO-005C	Reviewed & Authorized by	OVAF
Issue Date	03- 8-2022	Approved by	OTUP
Issue Status			Page 1 of 1