



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. DR-041, s. 2024

TO: **VP Administration and Finance, CAO- Administration, CAO- Finance, SAO- Administration, SAO- Finance and ALL UNITS FROM ADMINISTRATION AND FINANCE**

SUBJECT: **CONDUCT OF BAICS ENTRANCE CONFERENCE**

DATE: May 23, 2024



You are hereby directed to attend the Baseline Assessment of Internal Control Systems Entrance Conference via hybrid modality. Main campus employees are required to attend the conference in person in the **New Board Room of the Admin Building**, and campus counterparts via online modality. Below is the schedule of the entrance conference, viz:

<b>Date &amp; Time</b>	<b>Office/Unit</b>	<b>Key Officials/Personnel</b>
06/03/2024 8:30-10:00 A.M	HRMO <i>Including Campus counterparts</i>	Mr. Roel T. Lim, JD, MPA and all HRMO Personnel
06/03/2024 10:00-11:30 A.M	Cashier Unit <i>Including Campus counterparts</i>	Mrs. Glesilda L. Canda and all Cashiering Personnel
06/03/2024 1:30-3:00 P.M	Procurement Unit <i>Including Campus counterparts</i>	Mrs. Ma. Reina S. Acevedo and all Procurement Personnel
06/03/2024 3:00-4:30 P.M	General Services Unit <i>Including Campus counterparts</i>	Engr. Mcdonald G. Amparo and all GSU Personnel
06/04/2024 8:30-10:00 A.M	Supply & Property Unit <i>Including Campus counterparts</i>	Mr. Valerio C. Sagittarius, MPA and all Supply and Property Personnel
06/04/2024 10:00-11:30 A.M	Records Unit <i>Including Campus counterparts</i>	Mr. Hussein Alawi and all Records Personnel
06/04/2024 1:30-3:00 P.M	Accounting Unit <i>Including Campus counterparts</i>	Mr. Floyd M. Mendez, CPA and all Actng Personnel



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06/04/2024 3:00-4:30 P.M	Budget Unit <i>Including Campus counterparts</i>	Mrs. Sandra Jessa S. Trajano and all Budget Personnel
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The VP for Administration and Finance, Chief and Supervising AOs are encouraged to attend the scheduled Entrance Conference for their respective divisions.

Your cooperation and punctuality is necessary for the success of this activity.

Please be guided accordingly.

  
**NEMESIO G. LOAYON, PhD.** *jr*  
SUC President III 