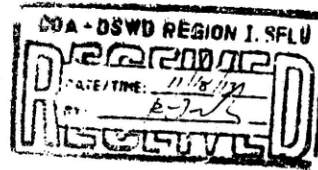


Xbrico
BRISO MAXIS
GUARD

11-19-13



November 18, 2013

MR. MICHAEL A. MAGSAYSAY
Chairman
MIKO Foundation, Inc.
No. 378 Ili Norte, San Juan, La Union

SUBJECT: Final Demand Letter

Dear Mr. Magsaysay:

This refers to the funds transferred to your organization through the Memorandum of Agreement (MOA) executed on **October 13, 2008**, which remained unliquidated as of this date and is subject of Commission on Audit (COA) findings in its Calendar Year 2010 Report (AOM No. 10-001 dated 02-05-2010) on DSWD as unliquidated as of December 31, 2012 to wit:

Check No.	Date	Amount	Purpose
0000876417	Dec. 18, 2008	300,000.00	Financial Assistance to Individuals in Crisis Situation.
0000876416	Dec. 18, 2008	250,000.00	
0000876707 to 0000876733	Dec. 23, 2008	8,365,000.00	
TOTAL		8,915,000.00	

Please be reminded that under the MOA, the second party which is your organization **MIKO FOUNDATION** must liquidate said funds within sixty (60) days after completion of the project as stated in items h and i under **Second Party**, to wit:

h. Submit within 60 days from the completion of project to DSWD Region 1 Office a duly audited financial statement certified by an independent Certified Public Accountant (CPA), certificate of project completion and acceptance of the project by the beneficiaries copy furnished to the THIRD PARTY;

i. The Officials of the organization shall be solidarily liable with the SECOND PARTY for damages to the FIRST PARTY in the event that the SECOND PARTY failed to comply with its obligations under this Agreement for misappropriation of project fund, or for failure to liquidate the same. In all cases, the SECOND PARTY shall be held responsible for reimbursement of unutilized project fund under this Agreement.

The Department will be constrained to enforce its rights and to resort to any of its legal remedies should you fail to comply with this request for the submission of liquidation report **within fifteen (15) days from receipt of this letter.**

We would like to emphasize that your liquidation report should be accompanied with the following:

1. Statement of Receipts and Disbursements/Fund Utilization Report duly certified by the Accountant and approved by the President/Chairman;
2. Accomplishment Report evidenced by pictures;
3. List of beneficiaries with their acceptance/acknowledgement of the project/funds/goods received duly supported by CASH ASSISTANCE PAYROLL, GENERAL INTAKE and CERTIFICATE OF ELIGIBILITY; and
4. Inspection Report and Certificate of project Completion (to be issued by the DSWD authorized representative)

For purposes of transparency and accountability, the balances of unliquidated advances of NGOs/POs including your aforementioned status of cash advances is published in the DSWD website to enable the concerned citizens or government watchers to monitor performances of your NGO/PO.

For technical assistance, please contact **MRS. GLORIA R. SUBALA**, Regional Accountant and **MRS. MARICEL S. CALEJA**, Focal Person at telephone numbers **072-888-2184** and **072-888-2505**, respectively.

CONSIDER THIS AS OUR FINAL DEMAND.

Very truly yours,

Marcelo N. J. Castillo
MARCELO NICOMEDES J. CASTILLO
Regional Director