



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

13 July 2015

MEMORANDUM CIRCULAR NO. 33

Series of 2015

T O: All Concerned

R E: Cultural Allowance

Sec. 44 Cultural and Athletic Activities of the CY 2015 General Appropriations Act provides as follows: "An amount not exceeding One Thousand Five Hundred Pesos (P1,500.00) in a year, maybe used for the purchase of costume or uniform, and other related expenses in the conduct of cultural and athletic activities per employee-participant chargeable against the agency appropriations authorized in this Act for MOOE."

In consonance with the above provision, the University grants the full amount to all personnel within the university system whether permanent, temporary, casual or contractual status (not Job Order basis) who actively participate and/or attend all university-wide cultural and sports activities during the year (i.e. Sportsfest, Graduation, Anniversary, etc.).

The grant is in form of cultural/sports attire (shoes included). Every department/office/center/institute shall collect official receipts from each employee worth P1,500.00 and dated between July 14 – August 14, 2015 and prepare the payroll together with the receipts of purchase. Payment of cultural allowance is on reimbursement basis and to be credited to your respective ATM accounts. To facilitate processing, there should only be one payroll for each office/department. The Finance Office have set the following cut-off date for processing of payrolls: August 7, 2015, August 14, 2015 and September 4, 2015 only.

For compliance.


JOSE L. BACUSMO
President