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Office of the President

1 August 2013

MEMORANDUM CIRCULAR NO. 36

Series of 2013

T O: All Concerned

R E: Cultural Allowance

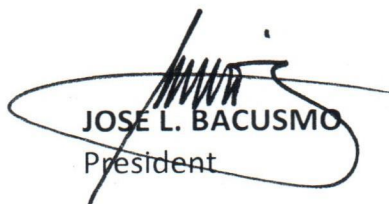
Sec. 25 of the CY 2013 General Appropriations Act provides as follows: "Out of the appropriations authorized in this Act for MOOE of each department, bureau or agency, an annual amount not exceeding One Thousand Five Hundred Pesos (P1,500.00) per employee-participant maybe used for the purchase of costume or uniform, and other related expenses in the conduct of cultural and athletic activities."

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.). Employees whose salaries/wages are paid from sources other than General Fund shall be granted said allowance out of the fund where they draw their salaries.

The grant is in form of cultural/sports attire (shoes included). Every department/office/center/institute shall collect receipts from each employee worth P1,500.00 and dated between July–August 14, 2013 and prepare the payroll together with the receipts of purchase. Payment of cultural allowance is on reimbursement basis.

Those who have not submitted the 2012 receipts are encourage to submit it to the Accounting Office before processing the 2013 cultural allowance.

For compliance.


JOSE L. BACUSMO
President