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Office of the Vice President for Administration & Finance

08 October 2015

MEMORANDUM NO. 21

Series of 2015

- T O :** All Vice Presidents, College Deans, Center and Institute Directors,
Department Heads and Administrative Offices/Unit Heads
- R E :** Deadline for the Submission of Financial Documents to Budget and
Accounting Offices

In line with the provision of NBC 556 dated January 5, 2015 which sets for Guidelines on the Release of Funds for FY 2015, the following deadlines for all funds (GF, STF, IGP and 101 Trust Funds*) are set to comply with the deadline set by DBM.

Particulars	Deadline
Purchase Request (PRs)	October 19, 2015 (Monday)
Purchase Orders (POs)	November 13, 2015 (Friday)
Disbursement Vouchers/Payrolls	December 7, 2015 (Monday)

* to Accounting Office

Cancelled PRs/POs should be returned to the Budget/Accounting Office for necessary fund adjustments.

For your information and guidance.

ROBERTO C. GUARTE

Vice President for Administration and Finance