



23 November 2022

MEMORANDUM CIRCULAR NO. 8

Series of 2022

TO : ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/UNITS

RE : Deadline for Submission of Financial Documents to Budget and Accounting Office

In line with the provision of NBC No. 587 dated January 3, 2022 which sets Guidelines on the Release of Funds for FY 2022, the following deadline for General Funds are set to comply with the deadlines set by DBM.

The same timeline should be followed for other funds (Special Trust Fund, IGP and 101 Trust Funds*) to fully utilized our budget in compliance with the Inter-Agency Task Force Memorandum Circular 2022-1 dated March 24, 2022.

Particulars	Deadline
Purchase Orders (POs)	November 29, 2022
Disbursement Vouchers/Payrolls (including Petty Cash Replenishments)	December 12, 2022

*to Accounting Office

Please be reminded that cancelled PRs/POs should be returned to the Budget/Accounting Office not later than November 29, 2022 for necessary fund adjustments.

For your strict compliance.


DANIEL LESLIE S. TAN *rlb3-010*
Vice President for Administration and Finance