

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

July 20, 1999

MEMORANDUM NO. 58
Series of 1999

To: All Concerned

Subject: **CULTURAL AND ATHLETIC ACTIVITIES**

1.0 Purpose

The purpose of this memorandum is to formalize existing policies and rules governing cultural and athletic activities and to clarify certain issues relative to the availment of the costumes/uniforms.

2.0 Legal Basis

Section 23 of R.A. No. 8745 (FY 1999 GAA) provides: "Out of the appropriations authorized in this Act for maintenance and other operating expenses for each department, bureau, office or agency, an amount not exceeding One Thousand Two Hundred Pesos (P1,200.00) may be used for the purchase of costume or uniform for each participant and other related expenses in the conduct of cultural and athletic activities."

3.0 Coverage

Officials and employees on permanent, temporary, contractual, casual or substitute who directly or indirectly participate in any officially authorized cultural or athletic activities and who are in service during the year said activities are conducted.

4.0 Guidelines

4.1 The maximum amount an official or employee can avail of is P1,200.00 per annum which is given in kind. For the cultural presentation this coming diamond jubilee celebration, the maximum amount is P800.00.

- 4.2 Normally, the purchase of costumes/uniforms shall be done on reimbursement basis that shall follow the usual procedure in the procurement of supplies and materials. However, if this is not possible for every participant, each participating group shall designate a coordinator who shall take charge of the purchase of the costume or uniform. The coordinator may be allowed to draw a cash advance if bonded.
- 4.3 Those who are not participating in any of the cultural presentations but are involved in the activities may be allowed to purchase uniforms subject to approval by the President duly recommended by the Office of the Vice-President for Administration. (Examples: Drivers who shall be required to wear a uniform polo barong in the whole duration of the celebration and the DYAC staff who shall be doing live coverage during the occasion)
- 4.4 Those who are not involved during this anniversary celebration can avail if they participate in other cultural or athletic activities duly authorized by the college.
- 4.5 Any official or employee can participate in all activities as long as he/she does not exceed the maximum amount set by the college in any specific activity. Like this diamond anniversary celebration, the maximum amount one can avail of is P800.00. Any excess shall be borne by the official or employee.

For information and guidance.

for Samuel S. Go
for SAMUEL S. GO
President 7/17/99