



LEYTE STATE UNIVERSITY

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Office of the President

28 December 2005

MEMORANDUM CIRCULAR NO. 66
Series of 2006


T O: All Concerned
R E: Cultural Allowance

Pursuant to Sec 24 of RA 9336 (CY 2005 GAA) an annual amount not exceeding One Thousand Two Hundred Pesos (P1,200.00) per employee may be used for the purchase of costume or uniform, and other related expenses in the conduct of cultural and athletic activities chargeable out of the appropriations authorized in this Act for MOOE.

In this connection, the University is granting the full amount to all personnel employed within the university system whether under permanent, temporary, casual or contractual status who have rendered six (6) months service as of the date of the grant and who shall still be in service for the succeeding six (6) months. Employees whose salaries/wages are paid from sources other than the General Fund shall be granted said allowance out of the fund where they draw their remuneration/salary.

The grant shall be for cultural purposes and in kind specifically clothing materials and/or ready-made apparels. This shall be on reimbursement basis subject to the usual accounting and auditing regulations such as inspection. All concerned are advised to submit their receipts after inspection by the Accounting Office personnel to the Cash Office for reimbursement not later than February 10, 2006.

For compliance.


PACIENCIA P. MILAN
President