



8 November 2023

**OVPAF MEMORANDUM CIRCULAR NO. 13**  
Series of 2023

**TO : ALL CENTERS/INSTITUTIONS/COLLEGES/DEPARTMENTS/OFFICES/UNITS**

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

In line with the provision of NBC No. 590 dated January 3, 2023 which sets Guidelines on the Release of Funds for FY 2023, the following deadline for General Funds are set to comply with the deadlines set by the Department of Budget and Management (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 2023-1 dated August 22, 2023 specifically Sec. 4.3.4.

The following is the required deadlines:

| Particulars   | Deadline          |
|---|-------------------|
| Purchase Orders(POs)  | November 20, 2023 |
| Disbursement Vouchers<br>(including Petty Cash<br>Replenishments) | December 15, 2023 |
| Payroll/voucher for December 1-<br>15, 2023 (salaries and wages)  | December 18, 2023 |

\*to Accounting Office

Please be reminded that cancelled PRs/POs should be returned to the Budget/Accounting Office not later than November 20, 2023 for necessary adjustments.

For your strict compliance.

**DANIEL LESLIE S. TAN**  
Vice Pres. for Admin. and Finance