



# Visayas State University

Visca, Baybay City, Leyte 6521-A  
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu-visca.edu.ph](http://www.vsu-visca.edu.ph)

## Office of the President

30 July 2010

### MEMORANDUM CIRCULAR NO. 37

Series of 2010

T O: All Concerned

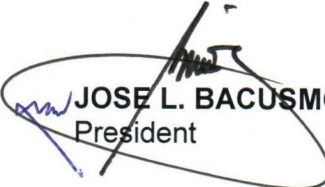
R E: Cultural Allowance

Sec. 27 of the CY 2010 General Appropriations Act provides as follows: ***"Out of the appropriations authorized in this Act for MOOE of each department, bureau or agency, an annual amount not exceeding One Thousand Two Hundred Pesos (P1,200.00) per employee-participant maybe used for the purchase of costume or uniform, and other related expenses in the conduct of cultural and athletic activities."***

In consonance with the above provision, the University grants the full amount to all personnel within the university system whether permanent, temporary, casual or contractual status charge to PS appropriations who actively participate and/or attend all university-wide cultural and sports activities during the year (i.e. VSU Sportsfest, Graduation, Anniversary, etc.). 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 salaries.

Inasmuch as the grant is in the form of cultural/sports attire (shoes included), the claim shall be on reimbursement basis subject to the usual accounting and auditing rules and regulations. Reimbursement shall be by department, office unit in order to reduce the paper works.

For compliance.

  
JOSE L. BACUSMO  
President