

OFFICE OF THE PRESIDENT

April 13, 1993 25

MEMORANDUM NO. 23
Series of 1993

T O: All Directors, Center Directors and Department/Office
Heads

SUBJECT: Preparation and Submission of FY 1993 Budget Proposals


Pursuant to National Budget Memorandum No. 60, the National Budget Call for FY 1993, all state colleges and universities are required to submit the 1993 budget estimates on or before April 27, 1992. We are providing each unit a copy of the important provisions of said memorandum for information and guidance.

Inasmuch as most of the funding requirements can be computed by the Budget Office, some data shall be required from you based on the budgetary guidelines presented in Annex II. The following shall be submitted to the Directors for evaluation, consolidation and recommendations:

1. Equipment outlays.
2. Capital outlays.
3. Institutionalization of existing externally-funded projects. Please attach legal basis, i.e. provisions in the Memo of Agreement or any document to support request.
4. Research and extension projects (both on-going and new).
5. Request for staffing modification.

The consolidated data shall be submitted to the Office of the President through the Budget Office on or before April 20, 1992.

Your cooperation is highly enjoined.


R. VILLANUEVA
President

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