



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE
PRESIDENT FOR
ADMINISTRATION
AND FINANCE**

25 November 2024

OVPAF MEMORANDUM CIRCULAR NO. 08
Series of 2024

TO : ALL CENTERS/INSTITUTIONS/COLLEGEES/DEPARTMENTS/OFFICES/UNITS

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

According to NBC No. 592, issued on January 2, 2024, which outlines the Guidelines for the Release of Funds for Fiscal Year 2024, the following deadlines for General Fund have been established to align with the requirements set by the Department of Budget and Management (DBM).

The same timeline should be applied to other funds, including Internally Generated Funds, Business-Related Funds, and 101 Trust Funds, * to ensure we fully utilize our budget in accordance with the provisions outlined in NBC, specifically Section 3.3.

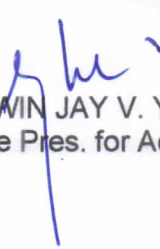
The following is the required deadlines:

Particulars	Deadline
Purchase Orders	December 2, 2024
Disbursement Vouchers including Petty cash Replenishments and other claims	December 16, 2024
Payroll/Voucher for December 1-15, 2024 (salaries and Wages)	December 16, 2024

*to Accounting Office

Please be reminded that cancelled PR's/PO's should be returned to the Budget/Accounting Office not later than November 29, 2024.

For your strict compliance.


ELWIN JAY V. YU
Vice Pres. for Admin and Finance

cc: OP



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