



19 March 2018

**MEMORANDUM CIRCULAR NO. 23**

Series of 2018

**T O: All Concerned**

**R E: Cultural Allowance**

Sec. 44, page 629, R. A. No. 10964 – GAA 2018 Vol. 1 Cultural and Athletic Activities. The Act provides that: ***“An amount not exceeding One Thousand Five Hundred Pesos (P1,500.00) in a year, maybe used for the purchase of costume or uniform, and other related expenses in the conduct of cultural and athletic activities per employee-participant.”***

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 (not Job Order basis) who actively participate and/or attend all university-wide cultural and sports activities during the year (i.e. Sportsfest, Graduation, Anniversary, etc.) The following service requirements shall be observed:

**A. Qualified personnel**

1. Those who are already in the government service and are to render services for at least six (6) months in a particular fiscal year provided they are still in service as of April 15, 2018.
2. Newly hired employees may qualify for reimbursement only after rendering six (6) months of service as long as the official receipt is dated between April 6 – 30, 2018.
3. An employee on study leave/training/scholarship grant locally or abroad shall be entitled to the cultural allowance for the year if he/she renders at least (6) months of service in the same year and/or after the study/training/scholarship grant and in the service as of April 6, 2018.

**B. Period of purchase**

The grant is in the form of cultural/sports attire (shoes included). Every department/office/center/institute shall collect receipts from each employee worth P1,500.00 and dated between April 6 – 30, 2017 and prepare the payroll together with the receipts of purchase. Payment of cultural allowance is on reimbursement basis and to be credited to your respective ATM accounts. To facilitate processing, there should only be one payroll for each office/department. The Finance Office have set the following cut-off date for processing of payrolls: April 13, 2018, April 20, 2018 and April 30, 2018 only.

For compliance.

  
**EDGARDO E. TULIN**

✍ President.