



09 December 2022

**MEMORANDUM CIRCULAR NO. 9**  
Series of 2022

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

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

This is to clarify Memorandum Circular No. 8, s. 2022, issued by this office on the "Deadline of Submission of Financial documents to Budget and Accounting Office. The deadline set is December 12, 2022 and this is for first quincena payroll (Dec. 1-15, 2022).

To align with OP Memo Circular No. 114 s. 2022 on payroll preparation and submission, the new deadline for the 2<sup>nd</sup> quincena payroll (December 16-31, 2022) is on **December 26, 2022**. This is also the deadline for personnel who will claim for the whole month of December and for the previous months in 2022.

If by December 23, 2022, you have already rendered the required number of days (22, 18 or 15 days) in a month, payrolls are accepted on the said date.

Please be reminded that in the preparation of payroll there should only be one (1) payroll per office within the same fund source.

For your information and guidance.

**DANIEL LESLIE S. TAN**  
Vice President for Administration and Finance