



LEYTE STATE UNIVERSITY

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Philippines

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Office of the President

5 December 2002

MEMORANDUM CIRCULAR NO. 79

Series of 2002

T O: All Concerned

R E: Cultural Attire

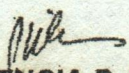
Sec. 22 of R.A. No. 9162 (FY 2002 GAA) provides as follows: "Out of the appropriations authorized in this Act for maintenance and other operating expenses for each department, bureau, office or agency, an amount not exceeding One Thousand Two Hundred Pesos (P1,200.00) may be used for the purchase of costume or uniform for each participant and other related expenses in the conduct of cultural and athletic activities".

Relative to the above provision and the availability of unexpended balances out of allotted MOOE funds, the University is granting the full amount to all personnel including the external campuses appointed in a permanent, temporary or casual status including contractual personnel duly issued with an appointment and who have rendered six (6) months service as of the date of this grant and who shall still be in service for the following six (6) months.

The grant shall be solely for cultural purposes and in kind specifically clothing materials and/or ready-made clothes. This shall be on reimbursement basis subject to the usual accounting and auditing regulations such as inspection. To save on time and paper, you are advised to prepare claims by center/department/office.

The deadline for submission of claims for reimbursement shall be not later than December 18, 2002.

For compliance.


PACIENCIA P. MILAN
President