



3 April 2023

MEMORANDUM CIRCULAR NO. 59
Series of 2023

T O: All Concerned

R E: Cultural Allowance

Sec. 52, page 771 R.A. 11936 GAA 2023 Vol. 1-A **Cultural and Athletic Activities**. The Act provides that ***"An amount not exceeding One Thousand Five Hundred Pesos (₱1,500.00) 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. Anniversary, Graduation, Sportsfest, 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 including leave of absence with pay.
2. Newly hired employees may qualify for reimbursement only after rendering six (6) months of service
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 six (6) months of service in the same year and/or after the study/training/scholarship grant.
4. If an employee is on study/training/scholarship/sabbatical grant for the whole year (locally and abroad) and is not required to report to work, he/she is not entitled to cultural/athletic allowance.

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 ₱1,500.00 and dated between April 17-May 5, 2023 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. Processing of payrolls will be until May 15, 2023 except for concerned employees who will have to comply the service requirement of six (6) months (i.e. new employees, scholars and faculty on sabbatical leave).

For compliance.


EDGARDO E. TULIN,
President