



October 9, 2019

**MEMORANDUM CIRCULAR NO. 01**  
Series of 2019

**T O: ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/UNITS**

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

In line with the provision of NBC No. 577 dated May 2, 2019 which sets Guidelines on the Release of Funds for FY 2019, the following deadlines for General Fund are set to comply with the deadlines set by DBM. The same deadline should be followed for other funds (Special Trust Fund, IGP and 101 Trust Funds\*) to fully utilize our budget in compliance with the Inter-agency Task Force Memorandum Circular 2019-1 dated September 3, 2019.

Particulars	Deadline
Purchase Requests (PRs)	October 15, 2019 (Tuesday)
Purchase Orders (POs)	November 15, 2019 (Friday)
Disbursement Vouchers/Payrolls	December 6, 2019 (Friday)

\* to Accounting Office

In addition, cancelled PRs/POs should be returned to the Budget/Accounting Office not later than November 15, 2019 for necessary fund adjustments.

For your strict compliance.

**REMBERTO A. PATINDOL**

Vice President for Administration & Finance