



19 February 2021

MEMORANDUM CIRCULAR NO. 17


Series of 2021

T O: All Vice Presidents, Chancellors, Deans, Directors, Department Head and Heads of Admin. Offices with Monthly Honorarium

R E: Submission of Monthly Accomplishment Report

Per UADCO meeting last Dec. 9, 2020, it was agreed that Monthly Accomplishment Report should be prepared to support claim for honorarium. Said report should be verifiable, validated and certified by the Immediate Supervisor. The report should be submitted in two (2) copies to the Head of the Payroll and Leave Benefit Office not later than 20th day of the month for processing of payroll. This requirement is effective starting Feb. 2021 payroll.

For your strict compliance.


EDGARDO E. TULIN
President