

OFFICE OF THE PRESIDENT

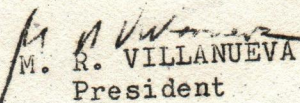
246
May 8, 1991Memorandum No. 55
Series of 1991

T O: All Office Heads and Project Leaders

R E: Entertainment of Guests

Please be reminded of the restrictions embodied under Administrative Order 205 specifically addressed to entertainment of guests. The use of office budget from the general fund cannot be used for the entertainment of guests such as food and accommodation. Funds from sources other than the general fund such as external grants, may be used for the purpose if such is authorized by the donor. I just found out recently that food and snack expenses of various units are being charged to my office budget inasmuch as they are not authorized to use their own budget for the purpose. Henceforth, no reimbursement for food and snacks and other representation expenses will be allowed without prior approval of this office, except when charged to funds other than the general fund.

Please be guided accordingly.


M. R. VILLANUEVA
President