



2 November 2021

MEMORANDUM CIRCULAR No. 05
Series of 2021

TO : ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/UNITS

RE : Deadline for Submission of Financial Documents to Budget and Accounting Office

In line with the provision of NBC No. 583 dated January 4, 2021 which sets Guidelines on the Release of Funds for FY 2021, the following deadline for General Funds are set to comply with the deadlines set by DBM.

The same timeline 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 2021-1 dated June 3, 2021.

Particulars	Deadline
Purchase Orders (POs)	November 19, 2021 (Friday)
Disbursement Vouchers/Payrolls (including Petty Cash Replenishments)	December 10, 2021 (Friday)

*to Accounting Office

Please be reminded that cancelled PRs/POs should be returned to the Budget/Accounting Office not later than November 19, 2021 for necessary fund adjustments.

For your strict compliance.

DANIEL LESLIE S. TAN
Vice President for Administration and Finance