



# LEYTE STATE UNIVERSITY

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*Office of the President*

02 December 2004

## MEMORANDUM CIRCULAR NO. 83

Series of 2004

**T O: All Concerned**

**R E: Cultural Allowance**

Section 22 of R.A. 9206 (FY 2003 GAA and Re-enacted FY2004) provides as follows: "*Out of the appropriations authorized in this Act for maintenance and other operating expenses for each department, bureau, office or agency, an amount not exceeding One Thousand Two Hundred Pesos (P1,200.00) may be used for the purchase of costume or uniform for each participant and other related expenses in the conduct of cultural and athletic activities.*"

Relative to the above provision and on account of the availability of unexpended balances out of allotted MOOE funds, the University is granting the full amount to all personnel including the external campuses appointed in a permanent, temporary, or casual status including contractual personnel duly issued with an appointment and who have rendered six (6) months service as of the date of this grant and who shall still be in the service for the next six (6) months.

This grant shall be solely for cultural purposes and in kind specifically clothing materials and/or ready-made clothes. This shall be on reimbursement basis subject to the usual accounting and auditing regulations such as inspection. To save on time and paper, you are advised to prepare claims by center/department/office.

The deadline for submission of claims for reimbursement shall not be later than 22 December 2004.

For compliance.

  
**PACIENCIA P. MILAN**  
President