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Office of the Vice President for Administration & Finance

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MEMORANDUM NO. 19

Series of 2015

T O : All Research and Extension Offices and Centers, and Income Generating Projects

R E : Briefing on the Preparation of Obligation Request and Status (ORS) and Budget Utilization Request and Status (BURS)

Relative to OVPAF Memorandum No. 18 dated August 26, 2015, please send the clerk who are in charge of processing vouchers/payroll and Utility of your office to attend a briefing on the above subject on September 7, 2015 (Monday), 1:30 PM at the OVPRE Audio Visual Room.

This activity is aimed to facilitate payments of various government transactions and to ensure the proper preparation of documents (ORS and BURS).

For your information and guidance.

A handwritten signature in black ink, appearing to read 'Roberto C. Guarate'.

ROBERTO C. GUARTE

Vice President for Administration and Finance