



7 July 2016

MEMORANDUM CIRCULAR NO. 38

Series of 2016

T O: All Concerned

R E: Cultural Allowance

Sec. 48, page 797, R. A. 10717 - GAA 2016 Vol 2-B Cultural and Athletic Activities. An Act provides as follows: ***"An amount not exceeding One Thousand Five Hundred Pesos (P1,500.00) in a year, maybe used for the purchase of costume or uniform, and other related expenses in the conduct of cultural and athletic activities per employee-participant chargeable against the agency appropriations authorized in this Act for MOOE."***

In consonance with the above provision, the University grants the full amount to all personnel within the university system whether permanent, temporary, casual or contractual status (not Job Order basis) who actively participate and/or attend all university-wide cultural and sports activities during the year (i.e. Sportsfest, Graduation, Anniversary, etc.).

The grant is in form of cultural/sports attire (shoes included). Every department/office/center/institute shall collect receipts from each employee worth P1,500.00 and dated between July 12 – August 12, 2016 and prepare the payroll together with the receipts of purchase. Payment of cultural allowance is on reimbursement basis and to be credited to your respective ATM accounts. To facilitate processing, there should only be one payroll for each office/department. The Finance Office have set the following cut-off date for processing of payrolls: August 1, 2016, August 8, 2016 and August 30, 2016 only.

For compliance.


EDGARDO E. TULIN

 President