



31 January 2024

MEMORANDUM CIRCULAR NO. 17
Series of 2024

T O: All Concerned

R E: Cultural Allowance

Sec. 48, page 1087, R.A No. 11975 – GAA 2024 Vol. 1 Cultural and Athletic Activities. The Act provides that: ***"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."***

In compliance 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 on a Job Order basis) who actively participate/attend all university-wide cultural and sports activities during the year (i.e. Sportsfest, Graduation, Anniversary, etc.). The following shall be the service requirements:

A. Qualified personnel

1. Those already in the government service and are to render services for at least six (6) months in a particular fiscal year provided they are still in service as of April 15, 2024.
2. Newly hired employees may qualify for reimbursement only after rendering six (6) months of service.
3. An employee on study leave/training/scholarship grant locally or abroad shall be entitled to the cultural allowance for the year if he/she renders at least six (6) months of service in the same year and/or after the study/training/scholarship grant in the service as of April 15, 2024.

B. Period of purchase and process of payment

The grant is in the form of cultural/sports attire (shoes included). Each department/office/center/institute shall collect receipts from each employee worth ₱1,500.00 and dated between April 15-30, 2024 and prepare the payroll with the purchase receipts. Payment of the cultural allowance is on a reimbursement basis and to be credited to each employee's respective ATM accounts. There should only be one payroll for each office/department. The Finance Office set the following cut-off dates for processing payrolls: April 19, 2024 and May 7, 2024.

For compliance.


DANIEL LESLIE S. TAN,
OIC-President