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Office of the Vice President for Administration & Finance

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MEMORANDUM NO. 20

Series of 2015

T O : All Concerned Employees

R E : Liquidation of Outstanding Cash Advances

Administrative Order 25 Inter-Agency Task Force Memorandum Circular No. 2015-1 dated August 12, 2015, sets for the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under Executive ORDER No. 80. Section 6.14 provides that officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by COA shall not be entitled to the FY 2015 PBB.

Relative to this, all concerned personnel is required to liquidate their cash advances regardless of the year granted to comply with COA rules thereby contributing to the reduction of outstanding balance of our Cash Advance.

Please take note that COA Circular No. 2009-002 dated May 18, 2009, stipulates the following timelines for liquidation of Cash Advances:

Nature of Cash Advances

Reglementary Period

Travel	Within 30 days
Supplies	Within 60 days
Special Disbursing	Within 60 days
Imprest Fund	End of the year
Petty Cash Fund	End of the Year

For your information and compliance.

ROBERTO C. GUARTE

Vice President for Administration and Finance