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Office of the President

30 July 2012

MEMORANDUM CIRCULAR NO. 45

Series of 2012

T O: All Concerned

R E: Cultural Allowance

Sec. 25 of the CY 2012 General Appropriations Act provides as follows: *"Out of the appropriations authorized in this Act for MOOE of each department, bureau or agency, an annual amount not exceeding One Thousand Two Hundred Pesos (P1,200.00) per employee-participant maybe used for the purchase of costume or uniform, and other related expenses in the conduct of cultural and athletic activities."*

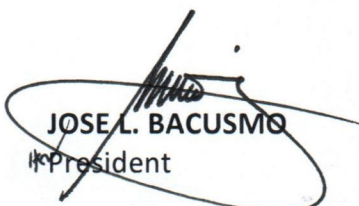
In consonance with the above provision, the University grants the full amount to all personnel within the university system whether permanent, temporary, casual or contractual status (not Job Order basis) who actively participate and/or attend all university-wide cultural and sports activities during the year (i.e. VSU Sportsfest, Graduation, Anniversary, etc.). Employees whose salaries/wages are paid from sources other than the General Fund shall be granted said allowance out of the fund where they draw their salaries.

The grant is in the form of cultural/sports attire (shoes included). To facilitate the release, the following offices are requested to do the following:

- Accounting Office - payroll preparation
- Cash Division - facilitate payment through ATM accounts to concerned employees on or before August 3, 2012.

Every department/office/center/institute shall collect official receipts from each employee worth P1,200.00 and dated between July – August 14, 2012. Only one liquidation per department/office/center/institute will be submitted to the Accounting Office not later than August 15, 2012.

For compliance.


JOSE L. BACUSMO
President