



30 August 2022

**MEMORANDUM CIRCULAR NO. 5**

Series of 2022

**T O : ALL VSU FACULTY AND STAFF**  
**R E : Claims of Monthly Monetary Benefits and payments like Salaries and Wages, Allowances, Honorarium, RATA, Remittances, MOOE and Capital Outlay Projects, charged to MDS Fund or Regular Agency Fund (General Fund).**

This is relative to the provisions on the utilization of MDS Fund budget per DBM Circular Letter No. 2019-3 dated January 4, 2019 which states:

*"Sec. 2.1 All NCA releases for Regular MDS Sub-Accounts, to be credited for any month, whether part of the comprehensive releases or constituting additional NCA releases, shall continue to be **valid until the last working day of the 3<sup>rd</sup> month of the quarter covered.**"*

To this effect, all remaining cash balances at the end of every quarter shall automatically be reverted to the Bureau of the Treasury. Thus, all unclaimed monthly honorarium, RATA and other benefits and payments, due to non-submission of vouchers, supporting documents and payrolls shall greatly affect our MDS Fund Quarterly budget utilization performance.

With this, may I require all units and departments to claim and process their monthly benefits and needed payments on the designated period, to avoid the reversion of funds and consequent problems.

For your information and guidance.

**DANIEL LESLIE S. TAN**

Vice President for Administration & Finance