



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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02 June 2021

MEMORANDUM NO. 22

Series of 2021

TO : All UPLB Constituents

**SUBJECT : Payment to Suppliers/Creditors/Payees thru
Advice to Debit Account (ADA)**

This is to reiterate the attached OC and OVCA memoranda issued as stated and DBM Circular 2018-14 dated 28 December 2018, directing all National Government Agencies (NGAs) to pay using the modified direct payment through ADA.

The purpose of this scheme is to achieve a checkless payment as part of the cash based budget initiative, an immediate payment reducing UPLB 's obligations, less movements of people to address the current crisis, and to move forward with the current technology.

Please be reminded to inform your suppliers/creditors/payees that they are required to open a Landbank account in any branch to credit any or all amount due them and that official receipt will be issued prior to crediting of the amount due. Said bank account must be submitted to the Cashier's Office including their email address and mobile number.

For compliance.

ROLANDO T. BELLO
Vice Chancellor

Encl: a/s