



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

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10 November 2021

**MEMORANDUM No. 38**

Series of 2021

**T O : All Vice Chancellors, Deans, Directors, and Unit Heads**

**SUBJECT: Deadline for Submission of Disbursement Vouchers for Processing of Payment at the Cashier's Office**

In line with OVCA Memorandum No. 35 dated 15 October 2021 and to ensure payment of all UIS approved disbursement vouchers, the following deadlines for submission at the Cashier's Office shall be strictly observed:

**A. Disbursement Vouchers of Salaries/telephone/electricity/water**

<b>Deadline for submission</b>	<b>To be submitted to</b>
21 December 2021 (Tuesday)	Cashier's Office for payment

**B. Other Disbursement Vouchers not mentioned above such as for supplier, honorarium, reimbursement, allowances, and the likes**


<b>Deadline for submission</b>	<b>To be submitted to</b>
17 December 2021 (Friday)	Cashier's Office for processing of payment

**C. Over-the-Counter Payment at the Cashier's Office**

<b>Last day to accept payment</b>
All collections including utility bills and rentals will be accepted at the Cashier's Office until 23 December 2021, 11:00 a.m.

Please be reminded that only UIS approved disbursement vouchers with complete requirements will be accepted, processed, and paid in accordance with the above schedules.

For strict compliance.

  
**ROLANDO T. BELLO**  
Vice Chancellor