



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

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15 October 2021

MEMORANDUM NO. 35

Series of 2021

TO : All Vice-Chancellors, Deans, Directors and Unit Heads

SUBJECT: **Deadline for CY 2021 Obligations and Disbursements under the  
GENERAL FUND and REVOLVING FUND**

In compliance with the early submission of financial reports for the fiscal year ending 31 December 2021, please be advised that all **Purchase Orders** shall be accepted for processing at the **BUDGET MANAGEMENT OFFICE** and **ACCOUNTING OFFICE** until **15 of November 2021**, while submission of **Disbursement Vouchers** chargeable against the **GENERAL FUND** and **REVOLVING FUND** shall be accepted until **29 of November 2021 only**.

For strict compliance.

**ROLANDO T. BELLO**  
Vice-Chancellor