



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

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30 September 2022

MEMORANDUM NO. 35

Series 2022

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

SUBJECT: Deadline for Submission of Disbursement Vouchers for Payment Processing

In line with OVCA Memorandum No. 34, s. 2022 dated 23 September 2022 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. For Disbursement Vouchers of salaries/telephone/electricity/water

Deadline for submission	To be submitted to
21 December 2022 (Wednesday)	Cashier's Office for payment

B. For other disbursement vouchers not mentioned above such as for supplier, honorarium, reimbursement, allowances, and the likes

Deadline for submission	To be submitted to
16 December 2022 (Friday)	Cashier's Office for payment processing

Please be reminded that only UIS approved vouchers with complete requirements will be received until the above deadlines and processed on or before the start of the mandatory leave. All vouchers forwarded to the Cashier's Office after the above dates will be processed on the first working day of the succeeding year.

For strict compliance.

ROLANDO T. BELLO
Vice Chancellor