



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
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15 May 2023

MEMORANDUM NO. 16
Series of 2023

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

**SUBJECT: Reiteration of OVCA Memo on Fuel Payments to GASCOM
Purchase Order (PO) Accounts**

This is to reiterate OVCA Memorandum No. 41, s. 2022 on fuel payments to GASCOM Gas Station. Please be reminded that the processing of the payment should be within 15 days upon receipt of the billing from GASCOM. All units' are enjoined to comply with the payment scheme to GASCOM within the said period and practice due diligence in the regular payment of fuel purchases. Otherwise, units may not be allowed to replenish their fuel until the bill has been settled.

For guidance and compliance.

ROLANDO T. BELLO
Vice Chancellor