



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

3/F Bienvenido M. Gonzales Hall, UP Los Baños, College, Laguna 4031 Philippines  
+ 63 908-895-4872 | +63 999-221-1489 | [ovca.uplb@up.edu.ph](mailto:ovca.uplb@up.edu.ph) | [www.uplb.edu.ph](http://www.uplb.edu.ph)

08 August 2023

**MEMORANDUM NO. 28**

Series of 2023

**TO: All Vice Chancellors, Deans, Directors, Department Chairs,  
Unit Heads, and Project Leaders**

**SUBJECT: Reiteration of OVCA Memo on Guidelines on the Prescribed Deadlines  
for Obligation, Liquidation and Financial Reports related to  
Externally-Funded Projects**

This is to reiterate OVCA Memorandum No. 33 s. 2021 on the guidelines of the prescribed deadlines for obligation, liquidation and financial reports of externally-funded projects.

Please be reminded that all Purchase Orders (POs) with correct and complete requirements for obligation must be submitted to the Accounting Office **within** thirty (30) days or one (1) month before the end of the current project duration. Likewise, all Disbursement Vouchers (DVs) for payment of the obligated POs and payment of transactions with no POs must be submitted **on or before** the end of the current implementation period of the project for processing.

All units and project proponents are enjoined to plan their procurement and project activities for smooth implementation and compliance with the reportorial requirements of the project.

For reference, please see the attached copy of OVCA Memorandum No. 33 dated 31 August 2021.

For strict compliance.

**ROLANDO T. BELLO**  
Vice Chancellor