



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

3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines
0908-8954-872 and 0999-221-1489 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

13 September 2023

MEMORANDUM NO. 34

Series of 2023


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

SUBJECT: Deadline for CY 2023 Obligations Chargeable Against General Fund and Revolving Fund Including Tuition Fee and Other School Fees (TOSF)

In compliance with OVPPF Memorandum No. IYB 2023-036 regarding UP Systemwide low Obligation Utilization Rate (OBUR) as of 30 June 2023, please be advised that **all Purchase Orders (POs)** chargeable against the CY 2023 General Fund (GAA) and Revolving Fund (Income) including Tuition Fee and Other School Fees (TOSF) covering the **3rd Quarter** shall be accepted for processing at the Budget Management Office until **28 September 2023, Thursday**. Likewise, **POs for the 4th Quarter** shall be accepted until **27 October 2023, Friday**.

Further, all are enjoined to expedite the processing of payment (with complete supporting documents) upon the delivery and acceptance of procured items and/or services. Deadline for accepting all UIS approved disbursement vouchers at the Cashier's Office is set **on or before 15 December 2023**.

For strict compliance.


ELIZABETH T. EALA
Chief Administrative Officer
and Officer-in-Charge