



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

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07 December 2023

**MEMORANDUM NO. 44**

Series of 2023

**T O:**           **MS. MARIE CLAIRE L. RAYMUNDO**  
                  Chief Accountant  
                  Accounting Office

**SUBJECT:**   **Processing of All Payments of Honoraria**

You are hereby directed to process all claims of honoraria covered by administrative orders, research agreements and similar directives provided that the concerned employee shall submit a notarized Affidavit of Undertaking that he/she will refund the excess if inconsistent with audit rules and regulations.

For compliance.

A handwritten signature in black ink, appearing to read "R. Bello".

**ROLANDO T. BELLO**  
Vice Chancellor