

June 5, 2018

**MEMORANDUM**

**TO : ALL UPLBFI Program/ Project/ Study Leader**

  
**FROM : CASIANO S. ABRIGO, JR.**  
**Executive Director**

**RE : Financial and Technical Monitoring Guidelines**

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To streamline the UPLBFI payroll system, the following modifications will be made:

- Before submission of project proposal to funding agency, the proposed budget should include payment of contributions to SSS, Philhealth, Pag-ibig and other mandatory benefits of project staff.
- The mandatory contributions shall be regularly deducted from salaries on a monthly basis to avoid delinquency in payment of government dues. It is understood that, in case the funds are not released on time, the advances made by UPLBFI shall be automatically deducted from fund balance once UPLBFI receives the progress billing.
- As a matter of policy, bridging funds can be used for project MOOE only.
- Please be reminded again that all communications and submissions of progress/ final reports should be coursed through UPLBFI.

For strict compliance.