



Memorandum No. 1

March 4, 2015

From:   
CASIANO S. ABRIGO, JR.  
Executive Director

To: ALL project leaders and staff of UPLBFI-managed projects

Subjects: 1. Payments of project staff salaries  
2. Purchase Orders, Cash Advances and Reimbursements  
3. Pre-implementation meeting with project leaders

1) On Payroll / Salaries:

- A) Effective immediately, all salaries and wages of regular full-time project staff and personnel with at least three (3) months remaining project appointment will be coursed thru ATM system. For personnel with existing LANDBANK ATM, submit account number to FI. For those who do not have ATM account with LANDBANK, please apply immediately at UPLBFI and bring two valid IDs. For project leaders, please religiously observe the following schedules for the submission of payroll vouchers:

Payroll date	Covered period	Deadline
15 <sup>th</sup>	26 <sup>th</sup> of previous month to 10 <sup>th</sup> of current month	11 <sup>th</sup> of the current month
30 <sup>th</sup>	11 <sup>th</sup> to 26 <sup>th</sup> of the current month	28 <sup>th</sup> of the current month

- B) Short-term contract labor such as land preparation, weeding, etc., not exceeding FIVE THOUSAND PESOS (5,000.00) will be approved by either the project leaders, director or dean depending on the agreement within the unit. Payments of such contracts may be thru RER system.
- 2) Purchase Orders, Cash Advances and Reimbursements (supplies and materials)
- A) Cash advances should cover expenses for at least three-month requirements.
- B) Henceforth, purchase orders should precede actual purchase. PO is considered null and void if date on invoices is prior to approval of PO.
- C) Reimbursements charged to the same account code should be on "wholesale" basis.
- 3) For new and on-going projects, please schedule a pre-implementation meeting/orientation with the UPLBFI Director to discuss and propose solutions to anticipated threats for smooth and expeditious project implementation.