



UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS FOUNDATION, INC.

Memorandum No. 11

To: All UPLBFI Project Leaders/ Study Leaders/ Researchers

From: 
CASIANO S. ABRIGO, JR.
Executive Director

Date: June 25, 2015

Subject: UPLBFI Policies on Cash Advance (CA) request, liquidations and obligations

Hereunder are the UPLBFI policies on cash advance:

Only duly appointed project staff described below are qualified for CA:

- A Project Leader/Study Leader/Researcher with compensation from project and has Permanent UPLB appointment
- B Project Leader/Staff with no compensation from project but has Permanent UPLB appointment
- C Study Leader/Project Staff with project compensation but holding Temporary UPLB appointment
- D Project staff with project compensation but non-UPLB employee

Maximum amount of cash advance (CA) per eligible applicant

Amount of CA (pesos)	Eligible Applicant	Additional Document	Condition
5,000 or less	A, B, C, D,	None	For C & D, application may not be later than 3 months before scheduled project termination.
>5,000 to 20,000 >20,000 to 50,000	A, B, C A, B	None for A SPA for B	For C, application may not be later than 3 months before scheduled project termination.
>50,000 to 100,000	A	SPA and letter request and justification for Approval by the UPLBFI Director.	Amount of CA may not be greater than the balance of uncollected project compensation plus 1 year UPLB salary.
>100,000	A	SPA and letter request and justification for Approval by the UPLBFI President.	

Other Conditions/Sanctions on Overdue Settlement of Cash Advance

- Release of any compensation due any staff shall be withheld pending the settlement of his/her overdue cash advance.
- An interest of 5% per annum on the balance will be assessed starting on the third month after the due date of closing.