



UNIVERSITY OF THE PHILIPPINES  
LOS BAÑOS FOUNDATION, INC.

Memorandum No. 14

To: All UPLBFI Project Leaders

From:   
CASIANO S. ABRIGO, JR.  
Executive Director

Date: November 19, 2015

Subjctes: I. Limits of purchases for reimbursements  
II. Overtime pay of project staff of on-going and future projects

In view of strict auditing of all UPLBFI government funded projects, please follow the guidelines below:

1. All expenses not directly related to the approved project budget shall be disallowed (Ex. Travels outside the area of project region shall first seek approval from UPLBFI Executive Director)
2. Cash advances and bridging funds cannot be used to pay salaries of project staff and professional fees of consultants but for MOOE only. These expenses are not reimbursable.
3. Payments for hotel venues for conferences/ seminars/ workshops and other single transaction more than Php 50,000.00 are not reimbursable but to be paid directly by UPLBFI. (The use of luxurious venues such as 5 star and 4 star hotels are discouraged)
4. Reimbursement limit per transaction with UPLBFI is Php 50,000.00 only.
5. Reimbursements for payments to backyard or small farm products supplier without OR (ex. Seeds, chicks, hogs, cows etc.) should require Barangay Certifications that these suppliers are direct producers. Middle man or agents are not allowed.

In compliance with the labor code of the Philippines, for projects in the pipeline, all project leaders are required to include budget provisions for overtime pay of all project staff (RA's, Lab aider, laborers, etc.). Current projects without budget for overtime, "palit araw" or "palit oras" system can be resorted to.

Thank you for your strict compliance.