



July 17, 2019

Memorandum No. 24

To: All Program/ Project Leaders

From: 
CASIANO S. ABRIGO, JR.
Executive Director

Subject: Guidelines for per diem payment requests

In a meeting with projects leaders of UPLBFI managed projects held last July 11, 2019, the following issues were discussed and agreed upon:

1. Henceforth, all DA-BAR funded projects shall have a maximum of six months extension period. This was discussed with DA-BAR Director where he strongly encouraged this proposed system on project extensions.
2. The new per diem rate at UPLB (Php1000/ day) shall not be automatically applied to UPLBFI per diem rate. All project leaders shall first make written request to UPLBFI Director for budget clearance particularly travel fund allocation. If there is enough travel fund up to the completion of the project, the request may be approved. Otherwise the new rate cannot be implemented.
3. Bridging funds shall be allowed only to start a project. The last tranche or retention of 10% by funding agencies cannot be used as guarantee to pay the outstanding bridging funds. Multiple cash advances in a single project will no longer be allowed. The first CA advance should first be liquidated before a second CA will be approved.

For strict compliance.