



MEMORANDUM

TO : All Personnel
PENR Office
CENRO-Socorro
CENRO-Roxas

FROM : OIC, PENR Officer

SUBJECT : **DEADLINE FOR SUBMISSION OF DISBURSEMENT VOUCHERS FOR THE 2ND QUARTER OF THE CURRENT YEAR**

DATE : June 14, 2023

This is in connection with the commitment given during the conduct of the PENRO/CENRO Mid-Year Assessment Cum 2nd Full-Time Delivery Unit (FDU) Meeting held last June 6-7, 2023, in order us to utilize the cash available and to avoid the lapsing of Notice of Cash Allocation at the last day of the 2nd Quarter of the current year.

This is to remind you that the deadline for submission of Disbursement Vouchers with complete attachments is on or before 23 June 2023 to give Finance personnel enough time to review and process the payment of all claims/payables.

Also, this is to reiterate our internal policy on the deadlines of the following claims as per Memorandum dated December 02, 2022, to wit:

TEV -	PENRO Personnel	- 5 days after actual travel
	CENRO Personnel	- 10 days after actual travel
NGP Billings/ Infra Projects/ PPE Procurement/Other Contracts		- 5 days after the recommendation of Inspection and Acceptance Committee
Mandatory Expenses/ Catering Services/ Salary of Contract of Service and Other Payables		- 2 days after the receipt of Billing Statement / Statement of Account/ Acceptance of services rendered

For guidance and **STRICT COMPLIANCE**.


ALAN L. VALLE

CC: Regional Office

