



Reference No. 2024- 10
January 10, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL CONCERNED DIVISIONS / UNITS / SECTIONS
SUBJECT : TIMELINES ON THE SUBMISSION OF VOUCHERS TO FINANCE AND IMMEDIATE COMPLIANCE OF PERSONS RESPONSIBLE

In accordance with **Audit Observation Memorandum 23-021-101 (2023)** addressing the non-compliance of the bureau with the International Public Sector Accounting Standards and the Government Accounting Manual due to the impeded submission of Financial Reports, a thorough discussion with all concerned personnel was conducted. It was identified that one of the reasons for the late submission of Financial Reports is the submission of a significant volume of vouchers at the end of the month leaving the finance team with limited time to process all vouchers, thereby causing the delay of preparation of Financial Reports.

In an effort to avoid such circumstances in the future, the management hereby requires all divisions, units, and sections to forward all disbursement vouchers to Finance within the **first two weeks of the month**.

In the **third week** the disbursement vouchers can still be forwarded to finance, provided that vouchers covering the majority or more than 50% of the total programmed disbursement for the month must have been submitted in the first two weeks.

In the **fourth week** the disbursement vouchers can still be forwarded but only the forwarded vouchers for the first three weeks of the month will be processed. Any vouchers received beyond the said period will form part of the following month or period.

Any deviation with these timelines caused by personnel of DA-BAR will result in the suspension of their salaries as responsible persons for the delay.

For your guidance and strict compliance.


JUNEL B. SORIANO, PhD
Director