



MINISTRY MEMORANDUM CIRCULAR NO. *A-82*
Series of 1982

T O : REGIONAL DIRECTORS, ASSISTANT REGIONAL DIRECTORS, REGIONAL ACCOUNTANTS, REGIONAL BUDGET OFFICERS AND ALL OTHERS CONCERNED.

SUBJECT: PREPARATION AND RELEASE OF SUB-ADVICE OF CASH DISBURSEMENT CEILING (SCDC)

For purposes of uniformity and as a step to an effective internal control on releases of Cash Disbursement Ceiling (CDC) in support to Allotment Advices (ALAD) prepared in the Regional Offices, the preparation of the Sub-Advices of Cash Disbursement Ceiling and its subsequent release shall henceforth be the responsibility of the Regional Accountant.

The Regional Budget Officer, however shall continue to be responsible in preparing and releasing the Sub-Allotment Advice (Sub-ALAD).

Signatories to both financial documents shall remain the same.

Sub-Advice of Cash Disbursement Ceiling for development projects and loan assistance shall be properly identified, that is, the description of the project and/or nature of loan assistance as well as the Sub-ALAD No. which is to be supported by the CDC shall be indicated on the face of the Sub-Advice of Cash Disbursement Ceiling (SACDC).

Sub-ALAD and Sub-Advice of CDC shall be prepared and released within five (5) days after receipts of the same from the Central Office. These financial documents shall be released to either of the following officials only of the region, this Ministry:

District Officer
District Accountant
District Cashier
Settlement Team Accountant
Settlement Team Cashier
Settlement Team Leader

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"Hindi na matatalkuran pa ang pagbabago ng ayos ng pananakahan. Higit kong pangarap na makita ang ating mga magsasaka na pag-aari ang lupang kanilang binubungkal."

- PANGULONG FERDINAND E. MARCOS

A copy of both documents shall be furnished to the Office of the Assistant Secretary for Finance and Management for the Management Audit Team's record and reference.

Strict compliance hereon is hereby enjoined.

This Circular takes effect immediately.

Diliman, Quezon City, May 20, 1982



CECILIO F. ESTRELLA
Minister

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