MEMORANDUM CIRCULAR NO. 21
Series of 2014

SUBJECT: AMENDMENT TO MEMORANDUM CIRCULAR NO. 13, S. 2104, ENTITLED, "UPATED MANUAL OF DELEGATION AND DELINEATION OF AUTHORITY"

In the exigency of service, Section II "ADMINISTRATIVE AND FINANCIAL MATTERS", of the above-mentioned Memorandum Circular is hereby amended specifically for the implementation KALAHICIDSS NCDDP only, to read as follows:

"xxxx"

G. OBLIGATION REQUEST/ BUDGET UTILIZATION REQUEST

<table>
<thead>
<tr>
<th>BOX A</th>
<th>BOX B</th>
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</thead>
<tbody>
<tr>
<td>xxx</td>
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<tr>
<td>FO</td>
<td>Head of Office/ Division concerned</td>
</tr>
</tbody>
</table>

Budget Unit staff holding a Contractual co-terminus position, claims for Travel expenses only of KC-NCDDP staff

I. DISBURSEMENT VOUCHERS

1. Box A

<table>
<thead>
<tr>
<th>FO</th>
<th>Disbursement Vouchers</th>
<th>APPROVING AUTHORITY</th>
</tr>
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<tr>
<td></td>
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<td>Head, Accounting Unit; the next-in-rank (with and Administrative Officer position); or as designated by RD</td>
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<td>Accounting Unit staff holding a Contractual co-terminus position, claims for Travel expenses only of KC-NCDDP staff</td>
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</table>

"xxxx"
Pending approval of the contractualization process of KC-NCDDP MOA staff, the Contractual co-terminus staff of PANTAWID PAMILYA (PP) and SUSTAINABLE LIVELIHOOD PROJECT (SLP) in the Accounting and Budget Units are hereby authorized to sign KC-NCDDP DVs/ObRs/BURs.

The Regional Directors shall ensure the proper implementation of this Memorandum Circular which shall take effect immediately.

Issued this ___ day of September 2014.

[CORAZON JULIANO-SOLIMAN]
Secretary

Certified Copy:

[MYRNA H. REYES]
Officer In-Charge
Records Unit