



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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**MEMORANDUM**

**FOR :** Chief Operating Officer  
ACOO – Assets Management Sector  
ACOO – Architecture & Engineering Sector  
ACOO – Tourism Enterprise Zone  
Department Managers

**FROM :** ACOO – Administrative and Finance Sector

**SUBJECT :** Guidelines on the Utilization of Funds

**DATE :** 26 November, 2020

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One of the objectives of the Management is to monitor the utilization of funds and obtain timely and accurate Budget Performance Reports. Relative to this, please be informed of the following guidelines:

**For CY 2020**

- a) For Maintenance and Other Operating Expenses (MOOE) account
  - The CY 2020 approved budget shall be utilized until December 31, 2020. Purchase Requests (PRs) received by FISC-Budget Division with no Purchase Order (PO) / Job Order (JO) as of the said date will be reverted back to savings.
  - Any outstanding PR shall be charged to CY 2021 COB.
- b) For Equipment Outlay (EO) account
  - The CY 2020 approved budget shall be available for obligation until December 31, 2020. Only PRs with budget reference number as of said date will be considered as obligated. These PRs should have corresponding PO and delivery until June 30, 2021. Otherwise, the outstanding PRs will be reverted back to savings.
- c) All outstanding PRs chargeable to prior years with no PO/JO until December 31, 2020 will be reverted back to savings.

**For CY 2021 and years thereafter**

- a) For MOOE and EO accounts
  - The approved budget shall be available for obligation until December 31 of the current year. All PRs with POs/JOs as of said date will be considered as obligated. After the end of the validity period, all unobligated funds shall be reverted back to savings.
  - For EO, the reappropriation policy shall no longer be observed.

We highly encourage all Offices/Departments to start procuring as early as 1<sup>st</sup> quarter in order to meet the plans, programs, and targets of the Authority. As much as possible, ensure that PRs have been requested until the end of 3<sup>rd</sup> quarter to provide ample time for the bidding process. By 4<sup>th</sup> quarter, early procurement activities can be conducted for the activities of the following year, short of award.

The FISC-Budget Division sends Monthly Monitoring Report of budget utilization for MOOE and EO. Please ensure that funds are monitored and utilized properly.

Thank you and please be guided accordingly.

  
ATTY. JOY M. BULAUTAN