



Republic of the Philippines  
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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

**No. 12 - 007 - 2023**

**TO: All Requesting Units**

**SUBJECT: Deadline on the Submission of Vouchers**

**DATE: December 11, 2023**

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With the end of Fiscal Year 2023 approaching, we would like to remind you of the outstanding compliance required for the processing of financial requests or claims. In order to facilitate the processing of these remaining claims, all vouchers and supporting documents should be submitted on or before **December 20, 2023 (Wednesday)**.

For information and strict compliance.

*for: file*  
**NEMESIO G. LOAYON, PhD**  
SUC President III  
*[Signature]*