MEMORANDUM:

TO: ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT: LIQUIDATION OF CASH ADVANCES

DATE: APRIL 02, 2003

Please be informed that effective immediately no additional cash advances will be
granted to all POEA officials and employees unless the previous cash advance is
liquidated. This is in pursuance to Section 73 of the General Provision of RA 9162 (2002
General Appropriation Act) which states that:

"Any provision of law to the contrary notwithstanding, it is hereby declared
policy of the government that no cash advances shall be granted until such
time that the earlier cash advance availed of by the officials or employees
concerned shall have been already liquidated pursuant to pertinent
accounting and auditing rules and regulations as certified by the Head of
Agency concerned and the COA Resident Auditor."

Also please be reminded of the provision of Sec. 16 of EO 248 regarding the
rendition of account of Cash advances which states as follows:

"Within sixty (60) days after his return to the Philippines, in the case of
official travel abroad, or within thirty (30) days of his return to his
permanent official station in the case of official local travel, every official or
employee shall render an account of the cash advance received by him in
accordance with existing applicable rules and regulations as may be
promulgated by the Commission on Audit for the purpose. Payment of the
salary of any official or employee who fails to comply with the provisions of
this Section shall be suspended until he complies therewith."

Failure to comply with the above provisions will cause a delay in the processing
of your request for the grant of new cash advance.

For strict compliance.

CONTROLLED AND DECREATED
BY CRD ON 9/2/03

ANGELES WONG GARCIA
Officer-in-charge