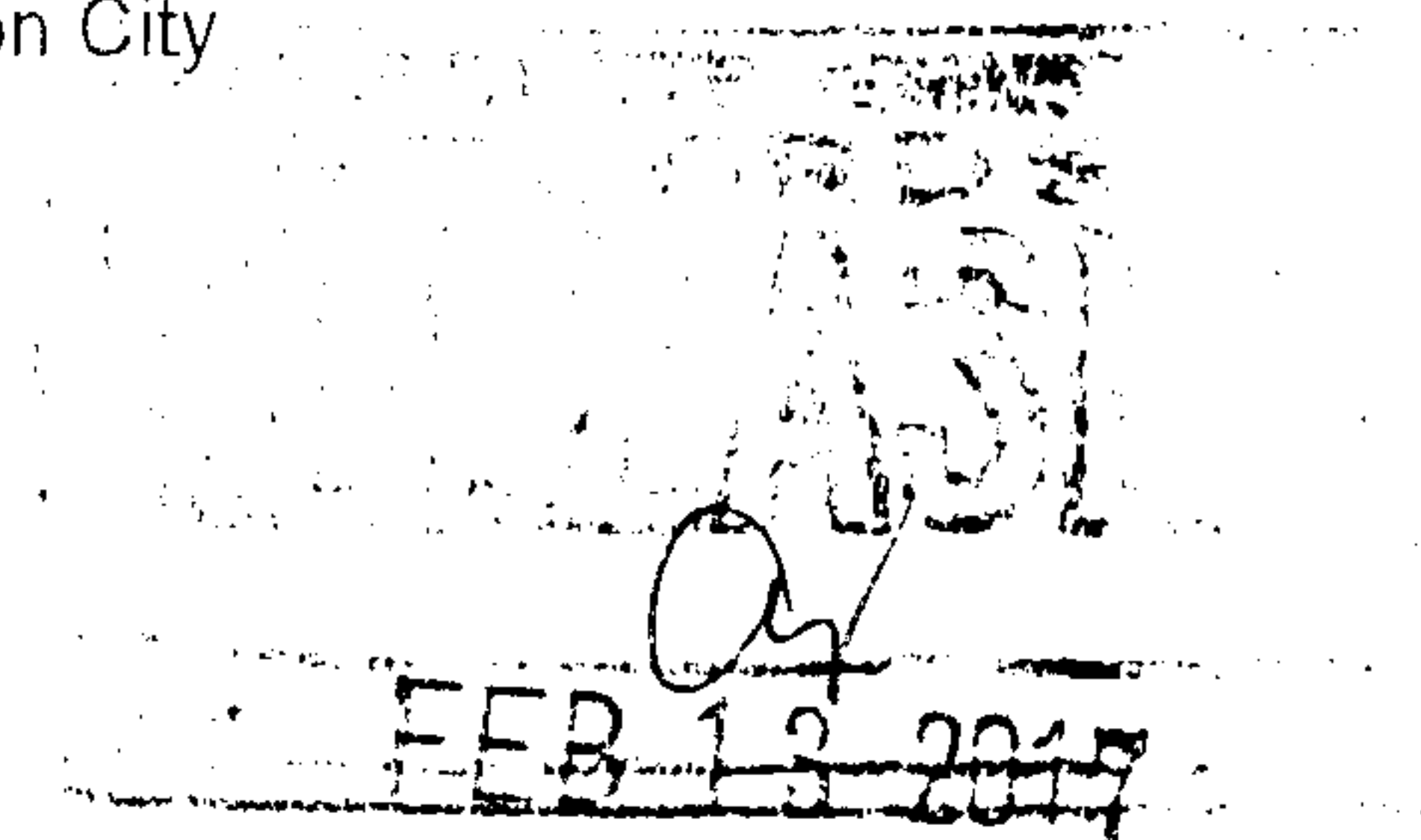




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
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MEMO-AFD-ACC-2017-Jan-021

February 3, 2017

**MEMORANDUM CIRCULAR NO. 4**  
Series of 2017

**SUBJECT : Issuance of a Notice of Suspension Slip for Disbursement Voucher which lacks documentary requirements and other supporting papers**

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As one of the government accounting and auditing rules and regulations, a Notice of Suspension Slip shall be issued and attached to the Disbursement Voucher which lacks the required documentary and supporting papers. It shall be returned to the concerned Office/Department/Unit for compliance.

To comply the required supporting documents, a maximum of fifteen (15) working days from the receipt of the Notice of Suspension Slip is given. Afterwards, the disbursement voucher shall be returned back to the Accounting Division; otherwise, it shall be considered cancelled.

This Memo Circular shall take effect immediately.

  
**ANN ROSARIO V. PANER**  
Administrator

