



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute

MAY 17 2021

TAPI Office Order No. 001
Series of 2021

Subject: Amendment of TAPI Office Order No. 008 Series of 2020: "Amended Guidelines on the Reimbursement of Communication Expenses under Externally-Funded Projects"

Section 1. Rationale

During the DOST-TAPI Executive Committee Meeting last 27 April 2021, it was agreed that the TAPI Office Order No. 008 be amended to provide a more considerate provision in reimbursement and liquidation of communication expenses for post-paid account.

Henceforth, all the provisions of the TAPI Office Order No. 008 shall remain in place, except for Item 3.8 to read as:

3.8 REIMBURSEMENT/LIQUIDATION.


REIMBURSEMENT/LIQUIDATION. For pre-paid, Official receipts and other documents necessary for reimbursement shall be submitted to appropriate DOST-TAPI staff or officer not later than ten (10) working days after the month when the communication expense was incurred. **For post-paid communication expense incurred from January – November, Official Receipts and other documents necessary for reimbursement shall be submitted to appropriate DOST-TAPI staff or officer not later than November 30 of the year when the communication expenses were incurred except for the communication expense for December which the deadline for submission is before the end of the year.**

For both prepaid and post-paid, a certification from the personnel that load was incurred in the performance of his/her official function shall be submitted as part of the documentary requirements. In addition, the division chief involved shall have a recommending approval before the approval of the Director/Officer-in-Charge. In exceptional cases when original documents cannot be submitted, scanned copy may be sent electronically as advance copy while the original documents shall be submitted as soon as practicable. In case the communication expense was secured using the Special Disbursement Officer (SDO) fund, liquidation shall follow the usual accounting and auditing rules and regulation. SDO of general fund cannot be used for the communication expense of externally-funded project.

Section 2. Effectivity

This Order shall take effect immediately after its posting to TAPI Official website.

Taguig City, Philippines, _____.


ATTY. MARION IVY D. DECENA
Officer-in-Charge,
Office of the Director