



8 March 2022

MEMORANDUM NO. 384

Series of 2022

T O: Ms. Teresita P. Juanero

**R E: Designation as Head, Administration and Finance and Budget Office,
VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Administration and Finance and Budget Office, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Takes care of the supervision and development of non-teaching staff.
2. Takes charge of the general supervision of all administrative services involving building of facilities maintenance, health duplication cafeteria and security services.
3. Provides assistance to the Chancellor in the management of the financial resources of the campus as well as the establishment/installation of finance-related information systems.
4. Prepares and provides financial data for centralized fiscal planning maintenance consolidation and updating of financial records and reports for data banking.
5. Supervises the units that provide administrative and support services to the institution, research and extension programs of the campus.
6. Develops and improves budgetary methods, procedures and justifications of budget.
7. Provides fund estimates for the different operations, plans and programs of the campus.
8. Assists management in the presentation of budgetary estimates before administrative (DBM) and legislative bodies (Congressional/Senate Budget Hearing).
9. Prepares annual financial work plans.
10. Allocates, in coordination with Planning Office, available funds to programs on the basis of approved guidelines and priorities.
11. Issues allotment advice in support of the fund requirement for the conduct of the operations under each program.
12. Reviews performance reports to determine conformance with set standards.
13. Prepares financial reports for management guidance and as requested by higher authorities.
14. Performs other functions as may be provided by law.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Villaba
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File