VISAYAS STATE UNIVERSITY

OFFICE OF THE HEAD OF FINANCIAL MANAGEMENT
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 053-565-0600 local 1061
Email: louella.ampac@vsu.edu.ph
Website: www.vsu.edu.ph

ACCOMPLISHMENT REPORT

<u>For Jan. to Mar. , 2022</u>
(Period covered)

This is to certify that I have the following accomplishment:

1. As Head of the Finance Division performs the following functions:

   - Review and Approve Disbursements amounting to ₱50,000.00 and below.
   - Assist the Accounting, Budget and Cash Office on their different issues and concerns.
   - Coordinate with the different external campus on fund transfer and other financial concerns especially on concerns relating to budgetary issues.
   - Follow up with Accounting Office on Liquidation Reports of CHED Fund transfers
   - Review the different Financial Accountability Reports and other required reports for submission to DBM, CHED, PASUC and COA.
   - Assist the Office of the President and VP, Administration and Finance on funding issues for its priority projects and various requests of the different colleges, departments, centers and offices.
   - Counter signs checks for all funds and Signs LDDAP and ACIC
   - Prepares/reviews reply for COA AOM
   - Prepare proposals for endorsement in UADCO, and attends BOR- Finance Committee meetings
   - Prepares reports related to advisory of DBM and PASUC
   - Coordinate with Accounting and Budget for the requirements related to second surveillance audit
   - Submits different reports related to AACUP re: Program Accreditation and Institutional Accreditation
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2. Attends to the meeting of the following committees:
   - Performance Management Team (PMT)
   - GAD Focal Point System Technical Working Group
   - IGP Board of Management
   - Other committees (VSU Anniversary, AACUP, , etc.)
   - University Inspectorate Team
   - ISO Internal Auditors
   - Non Academic Personnel Board
   - Regional Development Council (RDC) re: 2023 budget Proposal

3. Acts as OIC of the Office of the Vice President for Administration and Finance when needed

4. Assist the OIC of Accounting and Budget Office on urgent office matters

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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v2 06-11-2020
No. 22-04