



8 September 2021

**MEMORANDUM NO. 591**

Series of 2021

**T O: Ms. Alicia M. Flores**  
**R E: Designation as Officer-in-Charge, Budget Office**

By virtue of the authority vested in me by the VSU Board of Regents and in view of the retirement of Ms. Myrna S. Pancito, you are hereby designated as Officer-in-Charge of the Budget Office in addition to your duties and responsibilities as Head of the Supply and Property Office effective September 20, 2021 until a new Head shall have been designated.

As OIC, you are directed to:

1. Develop and improve budgetary methods, procedures and justifications of budget;
2. Provide fund estimates for the different operations, plans and programs of the University;
3. Assist management in the presentation of the budgetary estimates before administrative (DBM) and legislative bodies (Congressional/Senate Budget Hearing);
4. Prepare annual financial work plans;
5. Allocate, in coordination with the Planning Office, available funds to programs on the basis of approved guidelines and priorities;
6. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program;
7. Review performance reports to determine conformance with set standards;
8. Prepare financial reports for management guidance and as requested by higher authorities;
9. Perform other functions as may be provided by law.

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

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	OVPA	COA	Deans
	OVPAF	IASO	Directors
	OVPREI	Accounting	Records
	OVPSAS	Cash	File
	OVPPRGAS	COA	
	OUS	Registrar	
	ODHRM/RSPPRO	ODF/Budget	



August 17, 2021

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
ViSCA Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**  
Vice President Administration and Finance

Dear Sir Tulin:

This pertains to the retirement of Ms. Myrna S. Pancito, Budget Officer of this university effective August 31, 2021. I would like to recommend the appointment of Ms. Alice M. Flores, Administrative Officer III as Officer in Charge. She is already mentored by Ms. Pancito on the operations of the office and preparation of various reports. We have also reviewed the manpower complement of Finance Office, and we have no Administrative Officer position that would be qualified to act as OIC. The highest position is Administrative Assistant II which is not eligible for designation as Head/OIC. The said designation is vital for the operations of the university considering that obligations emanates from the Budget Office. This would also help in the continuous operations of the office.

Hoping for your positive endorsement on this request.

Thank you.

Very truly yours,

*Louella Chan-Ampac*  
**LOUELLA CHAN-AMPAC**  
Director, Finance Office

Recommending Approval:

*[Signature]*  
**DANIEL LESLIE S. TAN**  
8/17

APPROVED:  
*[Signature]*  
**EDGARDO E. TULIN**  
President