



22 February 2021

MEMORANDUM NO. 120

Series of 2021

T O: Ms. Regina C. Bibera

R E: Designation as In-Charge, Payroll and Leave Benefits

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as In-Charge of Payroll and Leave Benefits effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As In-Charge, you are responsible in the administration and updating of the leave records and benefits of employees; specifically, the functions are:

1. Process application for leave, preparation of certificates for time off, certificates of service credits of faculty and prepares required reports to the CSC and the University;
2. Prepare payrolls, PACS and vouchers for salaries of causal, regular and part-timers and other benefits such as stipend of scholars, honoraria, RATA, bonuses and other legal incentives;
3. Compute and prepare documents for terminal leave benefits for submission to DBM for funding;
4. Provide supporting documents (leaves/DTR) with computation of under time and submits them to COA through Accounting Office.

Moreover, 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	OUS	Cash	Records
	OVPAF	ODAHRD/PRPEO	COA	File
	OVPREI	ODF/Budget	Registrar	
	OVPSAS	IASO	Deans	
	OVPPRGAS	Accounting	Directors	