



8 March 2022

MEMORANDUM NO. 410

Series of 2022

T O: Ms. Elda V. de los Reyes

R E: Designation as Head, Office of Finance, VSU Alangalang Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of Finance, VSU Alangalang 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. Provides leadership in the preparation of financial management reports of all units of the campus.
2. Assists the Chancellor through the Director for Administration and Finance in the management of the financial resources of the Campus as well as the establishment/installation of finance-related information systems.
3. Prepare and provide financial data for centralized fiscal planning, maintenance, consolidation, and updating of financial records and reports for data banking.
4. Provide a regular report on the matching of implemented physical plans and the financial status to the Director for Administrative and Finance and the Chancellor.

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-Alangalang	ODF/Budget	Directors
	OVPA	OHIA	File
	OVPAF	Accounting	
	OVPREI	Cash	
	OVPSAS	COA	
	OVPPRGAS	Registrar	
	OUS	Records	
	ODHRM/OHRSPPR	Deans	