



**MEMORANDUM NO. 491**  
Series of 2024

**TO:**           **Chairperson:** Dr. Elwin Jay V. Yu       - VPAF  
                 **Members:** Ms. Louella C. Ampac   - Director, Finance Management  
                              Ms. Alicia M. Flores     - OIC-Budget Office  
                              Mr. Nick Freddy R. Bello - OIC-Accounting Office  
                              Ms. Shaina Mae Lacaba - USSC President  
                              Prof. Ernesto F. Bulayog - Faculty President  
                              Ms. Elda de los Reyes   - AdPA Representative  
                 **Secretary:** Ms. Rosela Batistil

**RE:**           **Reconstitution of Finance Committee**

**FROM:**         
                  **DR. PROSE IVY. G YEPES**   
                  University President

**DATE:**       **May 31, 2024**

Relative to VSU's goal of effective and efficient Finance Management, the Finance Committee is hereby reconstituted with Dr. Elwin Jay V. Yu as Chairperson, Ms. Rosela Batistil as Secretary, and the rest as members, effective immediately until December 31, 2024.

The committee is hereby tasked to do the following:

1. Studies, manages and evaluates requests related to financial transactions such as:
  - a. Major repair of buildings;
  - b. Requests related to food expenses for trainings and travels;
  - c. BOR Proposal related to Program of Receipts and Expenditures of the whole VSU system;
  - d. Other important budgetary request.
2. Do other duties that maybe assigned from time to time.

The committee is requested to convene regularly.

Please be guided accordingly.