



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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MEMORANDUM NO. 1068

Series of 2024

TO: **Ms. Alicia M. Flores**

RE: **Designation as Head, Budgeting**

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

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Office of the Vice President for Administration and Finance, you are hereby designated as **Head, Budgeting**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Prepare, implement, and manage the university's annual budget, ensuring alignment with institutional priorities and resource allocation.
2. Track and analyze expenditures against approved budgets to ensure proper use of funds and compliance with policies.
3. Work closely with various offices and units to consolidate budget proposals and provide guidance during the budgeting process
4. Assess financial performance regularly and recommend necessary adjustments to address changes in priorities or funding availability
5. Generate detailed budget performance reports for university leadership and external stakeholders as required.
6. Adhere to government financial management standards and audit recommendations in all budgeting activities.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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