



24 February 2022

**MEMORANDUM NO. 179**

Series of 2022

**T O: Ms. Alicia M. Flores**

**R E: Designation as OIC Head, Budget Office**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head of Budget effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As OIC Head, 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.

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:	OVPAA	COA
	OVPAF	OHIA
	OVPREI	Accounting
	OVPAS	Cash
	OVPARGAS	COA
	OUS	Registrar
	ODHRM/RSPPRO	Deans
	ODF/Budget	Directors

**Records**  
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