




22 February 2021

MEMORANDUM NO. 108
Series of 2021

T O: Ms. Erlinda S. Esguerra 
R E: Designation as Head, Accounting Office


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Accounting effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Advise management on financial matters;
2. Advise the University President or management on matters relayed by the Resident Auditor of the Commission on Audit;
3. Prepare and submit financial reports to the management and other government agencies authorized to receive such reports;
4. Maintain basic and subsidiary accounting records and books of accounts to reflect the accurate and current financial information required by existing auditing rules and regulation and by management;
5. Certify as to the availability of funds and obligate funds;
6. Process requisitions, vouchers and report of collections and disbursements;
7. Prepare billings to debtors of the University;
8. Perform such other functions as maybe 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	Cash
	OVPAF	COA
	OVPREI	Registrar
	OVPSAS	COA
	OVPPRGAS	Registrar
	OUS	Deans
	ODAHRD/PRPEO	Directors
	ODF/Budget	Records
	IASO	File
	Accounting	