



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



MEMORANDUM NO. 1067

Series of 2024

TO: **Ms. Louella C. Ampac**

RE: **Designation as Director, Finance Management**

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 **Director, Finance Management**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead the preparation and execution of the university's budget, ensuring alignment with institutional goals and priorities.
2. Manage day-to-day financial transactions, including payroll, procurement, disbursement, and collections, ensuring compliance with policies and regulations.
3. Track income, expenditures, and overall financial performance to maintain financial stability and sustainability.
4. Ensure timely and accurate preparation of financial statements, reports, and analyses for submission to the university management and regulatory agencies.
5. Maintain adherence to government accounting standards, internal controls, and audit recommendations.

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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