



Running Copy

22 February 2021

MEMORANDUM NO. 107
Series of 2021

T O: Ms. Myrna S. Pancito
3/1/21

R E: Designation as Head, Budget Office

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

As 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
EDGARDO E. TULIN
President

cc:	OVPAA	COA	Records
	OVPAF	IASO	File
	OVPREI	Accounting	
	OVPSAS	Cash	
	OVPPRGAS	COA	
	OUS	Registrar	
	ODAHRD/PRPEO	Deans	
	ODF/Budget	Directors	