



8 March 2022

MEMORANDUM NO. 388

Series of 2022

T O: Ms. Daphne Laine D. Ayo
R E: Designation as Head, Accounting Office, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Accounting Office, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 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:	VSU-Villaba	ODF/Budget	Records
	OVPA	OHIA	File
	OVPAF	Deans	
	OVPREI	Directors	
	OVPSAS	Accounting	
	OVPPRGAS	Cash	
	OUS	COA	
	ODHRM/OHRSSPR	Registrar	