



31 January 2023

MEMORANDUM NO. 408
Series of 2023

T O: Dr. Criselda B. Inot
R E: Designation as Director, Administration and Finance, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director, Administration and Finance, VSU Villaba Campus effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Provides assistance to the Chancellor in the management of the financial resources of the Campus as well as the establishment/installation of finance-related information systems.
2. Prepare and provide financial data for centralized fiscal planning, maintenance, consolidation and updating of financial records and reports for data banking.
3. Provide the Campus with economical, efficient and effective services relating to personnel, legal assistance, information, records, delivery and receipt of correspondence, supplies, equipment, collections, disbursement, security and custodial work.
4. Provide regular report on the matching of implemented physical plans and the financial status to the Chancellor, OVPAF and the University President.
5. Perform such other functions as maybe provided for by law.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	VSU-Villaba	OUS	COA
	OVPA	ODHRM/OHRSPPR	Registrar
	OVPAF	ODF/Budget	Deans
	OVPREI	OHIA	Directors
	OVPSAS	Accounting	Records
	OVPPRGAS	Cash	File