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STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**




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**MEMORANDUM NO. 1069**

Series of 2024

TO: **Mr. Nick Freddy R. Bello**

RE: **Designation as Head, Accounting**

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

1. Manage and supervise all financial transactions to ensure accuracy, proper recording, and compliance with accounting standards.
2. Generate and submit accurate financial statements and reports for internal and external stakeholders, including government agencies.
3. Monitor adherence to government accounting standards, and audit recommendations in all financial activities.
4. Facilitate internal and external audits by maintaining accurate and complete financial records and addressing audit findings.
5. Ensure that financial transactions align with approved budgets and identify any discrepancies or unauthorized expenditures.

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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**FM-OOP-01**  
V05 06-06-2024  
No. 24-1069