



25 August 2022

MEMORANDUM NO. 644
Series of 2022

T O: Ms. Sheryl P. Simbajon
R E: Designation as OIC 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 OIC Head, Accounting Office, VSU Villaba Campus vice Ms. Daphne Laine D. Ayo, effective September 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As OIC 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:	Ms. Daphne Laine D. Ayo, VSU Villaba	
	VSU-Villaba	ODF/Budget
	OVPA	OHIA
	OVPAF	Deans
	OVPREI	Directors
	OVPSAS	Accounting
	OVPPRGAS	Cash
	OUS	COA
	ODHRM/OHRSSPR	Registrar