



30 January 2023

MEMORANDUM NO. 236

Series of 2023

T O: Ms. Alicia M. Flores

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 February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As OIC 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
President

cc: OVPAA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODHRM/RSPPRO
ODF/Budget

COA
OHIA
Accounting
Cash
COA
Registrar
Deans
Directors

Records
File