



18 March 2024

**MEMORANDUM CIRCULAR NO. 50**

Series of 2024


**T O: All Office/Department Heads, dDRCs/adDRCs, Clerks and Representatives  
from Research Projects**

**R E: Attendance to the Financial Transaction Forum**

I hereby enjoined all Office/Department Heads, dDRCs/adDRCs, Clerks and representatives from research projects to attend the **Financial Transaction Forum** at the **1<sup>st</sup> Floor of CCE building, VSU Lower Campus** on **March 20, 2024**. This activity is designed to expand the knowledge and skills of participants in financial management to ensure that our institution maintains high standards of financial integrity and accountability.

It is mandatory for all identified personnel to attend this forum. Your active participation is not only appreciated but also essential in ensuring a smooth financial transaction.

For your guidance and compliance.



**PROSE IVY G. YEPES**  
President



# Financial Transaction Forum

1st Floor CCE Building  
Visayas State University  
Visca, Baybay City, Leyte  
March 20, 2024

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You are cordially invited

## PROGRAM

### I. Preliminaries

08:00-08:30

Registration

Opening Program

Invocation

AV

National Anthem

AV

Welcome Message  
& Rationale

**Ms. Louella C. Ampac**  
Director, FMO

### II. Program Proper

08:31-12:00

Budget Processes

Budget Execution

Budget Allocation, Obligation & Monitoring

Question and Answer Session

12:01-01:00

Lunch Break

01:01-04:30

Processing of DV/Payroll

Compensation, Remittance &  
Related Concerns

Externally Funded Projects

Q&A Session

Closing Program

Closing Message

**Ms. Honey Sofia V. Colis**  
Director, HRMO

VSU Hymn

AV

Lady of Ceremonies:

**Ms. Arianne J. Caintic**  
Training Assistant, LDHRAO