



22 June 2020

**MEMORANDUM NO. 197**  
Series of 2020

**T O: Ms. Erlinda S. Esguerra**  
**R E: Designation as Head, Accounting Office**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Accounting effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As 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:	OVPA	ODF/Budget	Deans
	OVPAF	IASO	Directors
	OVPREI	Accounting	<b>Records</b>
	OVPSAS	Cash	
	OVPPRGAS	COA	
	OUS	Registrar	
	ODAHRD/PRPEO	File	