



118th SPECIAL MEETING OF THE BOARD OF REGENTS

RESOLUTION NO. 06

Series of 2025

APPROVING THE INCLUSION OF NEWLY DESIGNATED VP FOR ADMINISTRATION AND FINANCE, DR. MOISES NEIL V. SERIÑO, AS ONE OF THE SIGNATORIES IN ALL UNIVERSITY FUNDS INCLUDING MDS

WHEREAS, Dr. Moises Neil V. Seriño has been appointed as the Vice President for Administration and Finance effective January 7, 2025 as per Office Memorandum No. 18, s. 2025;

WHEREAS, in the light of this leadership change, it is necessary to amend the authorized signatories in all university funds including MDS;


WHEREAS, the proposal was presented to the University Administrative Council at its special meeting on January 24, 2025 and obtained favorable action;

WHEREAS, finding the UADCO's recommendation in order, the Governing Board has agreed to approve the proposal

NOW, THEREFORE, on motion, duly seconded, and unanimously approved, be it;

RESOLVED, as it is hereby resolved, that the Board of Regents of Visayas State University approves the inclusion of Dr. Moises Neil V. Seriño, duly designated Vice President for Administration and Finance, as one of the signatories in all university funds including MDS.

IN WITNESS of our approval thereof, we hereby affix our signatures this 28th day of January 2025 at Hotel Lorenza, Tacloban City, Leyte, Philippines.


HON. ETHEL AGNES P. VALENZUELA
CHED Commissioner and Chairperson
VSU-Board of Regents



HON. PROSE IVY G. YEPES
VSU President, Vice Chairperson
VSU-Board of Regents

HON. BERNADETTE REMALLA-MAYBITUIN
Representing Hon. **ALLAN PETER S. CAYETANO**
Chairperson, Senate Committee on Higher,
Technical and Vocational Education
Member, VSU BOR


HON. CARL NICOLAS C. CARI
Representing Hon. **MARK O. GO**
Chairperson, Committee on Higher & Technical
Education House of Representatives
Member, VSU BOR


HON. MEYLENE C. ROSALES
Regional Director, National Economic and
Development Authority Regional Office VIII
Member, VSU BOR

HON. ANDREW RODOLFO T. ORAIS
Regional Executive Director, Department of
Agriculture-RO8
Member, VSU BOR


HON. ERNESTO F. BULAYOG
Faculty Regent - VSU System Faculty Union of
Baybay Leyte
Member, VSU BOR


HON. OSCAR B. POSAS
President, VSU Federated Alumni Association
Member, VSU BOR


HON. RYAN C. ILAIDA
Student Regent - VSU Student Council Federation
Member, VSU BOR

Private Sector Representatives:


HON. ALAIN CHARLES J. VELOSO
Member, VSU BOR
Villaba, Leyte


HON. RUPERTO O. APPARRI, III
Member, VSU BOR
Tacloban City, Leyte

EXECUTIVE SUMMARY

SUBJECT

INCLUSION OF NEWLY DESIGNATED VP FOR ADMINISTRATION AND FINANCE, DR. MOISES NEIL V. SERIÑO, AS ONE OF THE SIGNATORIES IN ALL UNIVERSITY FUNDS INCLUDING MDS

RATIONALE

The Office of the Vice President for Administration and Finance is responsible for all administrative operations and finance matters of the University. Likewise, fiscally responsible for budgeting and executing the University System's capital appropriations and management of university operations of accounting, accounts receivable, accounts payable, budget management and control, student aid disbursement, budget preparation, financial information systems, credit management, collections, fiscal planning, financial statement preparation, investing, procurement, and payroll.

To ensure the prompt and effective delivery of essential administrative and financial services and with the designation of Dr. Moises Neil V. Seriño, as the VP for Administration and Finance, it is proposed to authorize the inclusion of the newly designated VP as one of the signatories in all university funds including MDS in Land Bank of Philippines, Baybay and Cebu Branches.

LEGAL BASIS

- RA 8292, Section 4 (g, o)

DESCRIPTION OF THE PROPOSAL

The proposal seeks Governing Board's authority to include Dr. Moises Neil V. Seriño, VPAF, as one of the signatories in all university financial transactions to facilitate prompt and effective delivery of essential services to its clientele.

ENDORSEMENT

The University Administrative Council (UADCO) favourably endorsed the proposal during its special UADCO meeting on January 24, 2025.

ATTACHMENT

- Recommendation
- Office Memorandum No. 18, s. 2025 dated January 7, 2025 re designating Dr. Moises Neil V. Seriño



VISAYAS
STATE UNIVERSITY

**FINANCE
MANAGEMENT
OFFICE**

for OP file

4077 1-10-250P

10 January 2025

DR. ETHEL AGNES P. VALENZUELA

Commission of Higher Education Commissioner and
Chairperson, VSU-Board of Regents
Higher Education Development Center Building
CP Garcia Avenue, UP Campus
Diliman, Quezon City

Thru: Dr. Prose Ivy G. Yepes
University President
Visayas State University

Dear Commissioner Valenzuela:

Good day!

Relative to the designation of Dr. Moises Neil V. Serifo, as the Vice President for Administration and Finance, we would like to request that he will be included as one of the signatories in all of our university funds including MDS. The bank accounts are with Landbank of the Philippines, Baybay and Cebu Branches.

The said responsibility is part of his job as the Vice President for Administration and Finance. With this, the endorsement of the Board of Regents is absolutely necessary for the smooth and timely processing of documents.

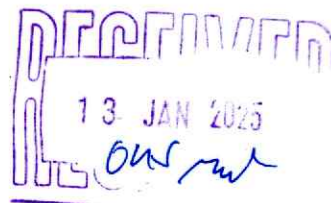
Attached is the copy of memorandum related to this matter.

Hoping for your positive endorsement on our request.

Thank you.

Very truly yours,


LOUELLA CHAN-AMPAC
Director, Finance Management



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Page 1 of 2
FM-VSU-03
V3 06-06-2024
No. 25-02



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Memorandum No. 18
Series of 2025

TO: **Dr. Moises Neil V. Serifo**

RE: **Designation as Vice President for Administration and Finance**

FROM: **DR. PROSE IVY G. YEPES**
University President

DATE: **January 7, 2025**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Vice President for Administration and Finance**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assists the University President in accomplishing the university's vision and mission;
2. Supervises all matters relating to university finances, human resources, physical facilities development including the provision of IT resources, procurement, care and maintenance of buildings and grounds, sanitation and safety, employees' training and development as well as their compensation and benefits;
3. Updates management policies and guidelines in the management and utilization of University resources;
4. Endorses policies and guidelines relative to administration and financial matters of the University;
5. Evaluates/approves endorsement of administrative and financial documents of the University;
6. Ensures procurement procedures are within those which are required in the Republic Act 9184;
7. Coordinates the activities of planning, programming and implementation of infrastructure projects and supply and goods delivery;
8. Responsible for the creation of positive and dynamic work proactive approaches to satisfy the client satisfaction for outstanding service;
9. Supervises the university's administrative and financial personnel to ensure quality service;

OFFICE OF THE PRESIDENT

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Page 1 of 2
FM-OOP-01
V05 06-06-2024
No. 25-18

10. Provides operational guidance for the financial and administrative services/matters across all campuses;
11. Provides funding alternatives and solutions for new initiatives, programs, projects, services and other interests of the university;
12. Oversees the development of the strategic plan for administrative and financial programs/projects and assigns responsibilities for its implementation;
13. Works closely with other officials of the university in defining and shaping the strategic priorities and direction for the university;
14. Introduces development reforms and programs necessary for the improvement of administration and finance as well as addresses issues relative thereto;
15. Performs other duties as assigned by the University President.

As Vice President, 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 8, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: Unit Heads
 Office Directors
 Faculty Deans
 Chancellors
 Vice Presidents