UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING





AACCUP LEVEL 1 ACCREDITATION

AREA X
ADMINISTRATION

I.2. The financial management staff are responsible for the efficient management of financial resources/funds of the institution.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 570 - 2138
email address: ap@usm.edu.ph
OFFICE OF THE PRESIDENT

Special Order No. 2023-68
Series of 2023

TO: MS. QUENIELYN L. DURENDES

SUBJECT: **Designation as VICE PRESIDENT FOR ADMINISTRATION AND FINANCE (VPAF)**

DATE: **Thursday, 23 March 2023**

Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby designated as **VICE PRESIDENT FOR ADMINISTRATION AND FINANCE** in addition to your plantilla position position subject to the performance evaluation as set in the OPCR.

Specifically, under the general supervision and control of the University President, you shall perform the following powers and functions:

1. Shall conscientiously assist the University President in the general supervision on the administrative and financial management services of the University;
2. Exercise leadership and overall supervision on all financial transactions of the university in accordance with the standard budgeting, accounting and auditing rules and regulations, and policies of the university and other existing laws and policies of the government;
3. Link with local, regional, national and international institutions and/or related agencies in relation to administrative and financial matters relevant to the operation of the university in accordance with the University principles, policies, rules and regulations and existing laws of the government;
4. Serve as Chairperson of the Promotion and Selection Board for the administrative support services personnel;
5. Update the President on the financial and administrative status of University;
6. Directly supervise line offices under the Vice President for Administrative and Finance;
7. Cascade communications to various Academic Units and its line offices, and coordinates with the non-academic units of the University;
8. Attend meetings and University activities;
9. Recommend academic personnel for professional development endeavors;
10. Submit OPCR for the Office of Administration and Finance;
11. Act as Vice Chairperson of the Administrative Council;
12. Serve as regular member of the University Resource Generation Management Council;
13. Serve as VPAF in acting capacity, until confirmed and duly acted upon by the USM

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BOR; and,
14. Perform such other duties and functions as may be delegated by the University President.

Furthermore, by virtue of this designation, you shall be entitled to **receive additional pecuniary benefits and privileges thereto appertaining subject to existing laws and policies on the matter.**

This designation as VPAF shall remain in force and in effect on **April 01, 2025 until March 31, 2026,** unless sooner revoked by the undersigned or by a competent authority. All issuances inconsistent with any provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD
SUC President IV

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Special Order No. 1103C
Series of 2025

TO: DR. JAY R. G. VILDAC

SUBJECT: Designation as DIRECTOR FOR FINANCIAL MANAGEMENT SERVICES (FMS)

DATE: Thursday, 13 March 2025

Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, your designation as **DIRECTOR FOR FINANCIAL MANAGEMENT SERVICES (FMS)** shall take effect **April 01, 2025.**

As Director, you shall perform the following function:

1. Develop and manage financial forecasts, create annual budgets, and track financial performance against targets;
2. Prepare accurate financial statements, ensure regulatory compliance, and provide regular management reports with insights into financial performance;
3. Oversee bookkeeping, implement internal controls, reconcile accounts, and manage audits;
4. Monitor and forecast cash flow, manage receivables and payables, and optimize working capital;
5. Assess financial risks, create mitigation strategies, and monitor key financial ratios;
6. Ensure compliance with tax laws and financial regulations, and manage audits;
7. Supervise the financial team, conduct performance reviews, provide training, and collaborate with other departments;
8. Create and enforce financial policies, standardize procedures, and ensure alignment with organizational objectives;
9. Prepare financial reports for executives, engage with external auditors, and communicate financial results to stakeholders; and
10. Implement financial systems, automate processes, benchmark performance, and identify cost-saving opportunities.

Furthermore, by virtue of this designation, you shall be entitled to a load displacement of **twelve (12) units, Vacation/Sick Leave Status and additional pecuniary benefits and privileges** thereto appertaining subject to existing laws and policies on the matter.

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This designation shall remain in force and in effect on **April 01, 2025 until March 31, 2026,** otherwise revoked by the undersigned or by a competent authority. All issuances inconsistent with any provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD
SUC President IV

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