D. Financial Management

D.1. Qualification of the head of FMO, including his/her qualifications





Republic of the Philippines

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato Tel No. 63 (64) 572 - 2138 email address: op@usm.edu.ph

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OFFICE OF THE PRESIDENT

Special Order No. 1016B

Series of 2025

MS. QUENIELYN L. DURENDES

SUBJECT:

Designation as VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

(VPAF)

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, 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

age 1 of 2

"UNITY IN DIVERSITY AND SUSTAINABLE DEVELOPMENT IN MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."



USM-SYS-F70-Rev 1.2020.07.14



Republic of the Philippines

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato Tel No. 63 (64) 572 - 2138 email address: op@usm.edu.ph



OFFICE OF THE PRESIDENT

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 o1, 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

Conforme:

Copy Furnished
records
HRMDO/201 file
File
COA file
Board Secretary







Republic of the Philippines UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato Tel No. 63 (64) 572 - 2138 email address: op@usm.edu.ph



OFFICE OF THE PRESIDENT

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;
- 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.

Page 1 of 2





Republic of the Philippines

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato Tel No. 63 (64) 572 - 2138 email address: op@usm.edu.ph



OFFICE OF THE PRESIDENT

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.

Conforme

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File
COA file
Board Secretary

JONALD L. PIMENTEL, PhD SUC President IV





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34.				And in contrast of the local division in		
	Are you related by consanguinity or affinity to theintin	ng or recommending authority, or to the				
	chief of bureau or office or to the person who has immedia		4			
	Bureau or Department where you will be apppointed,					
	a. within the third degree?		YES NO			
	b. within the fourth degree (for Local Government Unit - Ca	areer Employees)?	YES NO			
			If YES, give details:			
35.	a. Have you ever been found guilty of any administrative of	ffense?	YES NO			
			If YES, give details:			
			ii 123, give details.			
	b. Have you been criminally charged before any court?		YES NO			
			If YES, give details:			
			Date Filed:			
			Status of Case/s:			
36.	Have you ever been convicted of any crime or violation of a	any law, decree, ordinance or regulation	Y YES V NO			
	by any court or tribunal?		If YES, give details:			
			and the second s			
37	Have you ever been separated from the service in any of the	ne following modes: resignation				
	retirement, dropped from the rolls, dismissal, termination, e		YES NO			
	out (abolition) in the public or private sector?	The state of the s	ii 120, give details.			
38	a. Have you ever been a candidate in a national or local ele	ection held within the last year /except				
20.	Barangay election)?	The same and some your towork	YES V NO			
4			If YES, give details:			
	 b. Have you resigned from the government service during the election to promote/actively campaign for a national or local 		YES V NO			
			If YES, give details:			
39.	Have you acquired the status of an immigrant or permanen	t resident of another country?	YES NO			
			If YES, give details (country):			
		the property of				
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma					
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972)	, please answer the following items:	with the second second			
8.	Are you a member of any indigenous group?	The second of th	YES NO			
			If YES, please specify:			
b	Are you a person with disability?	and the second	YES NO			
	proceedings of the second of	1.50	If YES, please specify ID No:			
C.	Are you a solo parent?		YES NO			
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41.	REFERENCES (Person not related by consanguinity or affinity to applican	it /appointee)	But the second of the second o			
CONTRACTOR NAMED IN		The state of the s		-		
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,		UNIVERSITY		
Date of Birth		MASTER IN BUS		RATION
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	. NABACAN, COTABATO Dated :		-	
Course No	Descriptive Title		RADES	Cradit
ATENEO DE DA	AVAO UNIVERSITY GRADUATE SCHOOL	Final	Completion	Credit
1st Semester, 20 GB 300	020 - 2021			
GB 301	PHILOSOPHY OF BUSINESS ADVANCED STATISTICS	1.2	.] !	
GB 302	RESEARCH METHODS	1.0	1 1	3
2nd Semester, 20	<u> 020 - 2021 </u>	1.1	1 1	3
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303 3B 304	BUSINESS ECONOMICS	1.1		3
1st Semester, 20	ORGANIZATIONAL THEORY AND DEVELOPMENT	1.1		3
DBA 401	MARKETING MANAGEMENT			3
DBA 402	PRODUCTION ANA OPERATION MANAGEMENT	1.2		3
DBA 403		1.1		3
2nd Semester, 20	321 - 2022	1.0		3
DBA 404 DBA 405	SPECIAL TOPICS IN MARKETING	1 4		
GB 305	SPECIAL TOPICS IN PROD'N & OPERATION MANAGEMENT	1.1	1 1	3
1st Semester, 202	ADMINISTRATIVE POLICY 22 - 2023	1.0	1 1	3
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GB 901	DISSERTATION MOTTING (PROPOSAL		1	
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Degree Granted	DOCTOR OF BUSINESS ADMINISTRATION (DBA)			
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	1.2 93% 1.6 89% 1.9 86% 1.3 93% 1.6 89% 2.0° 85%	2.3 82%	2.7 78	9% 8%
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Prepared By: BF	DENIDA O MAGIGUA			
O.R. No.:	Date: 22/06/2023 Checked By: THERESE M. BAI	ROQUILLO		
	22/00/2023			
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CERTIFICATI	ON: This is to sent the sent to the Page 1 / 1	Vermitary.	Santaurarian	