



*Office of the President*

28 May 2023

**ADMINISTRATIVE ORDER**

No. 330 series of 2023

**TO: ATTY. NORLY P. REYES**  
Chief Administrative Officer – Admin. Services

**SUBJECT: DESIGNATION AS VICE-PRESIDENT FOR  
ADMINISTRATION AND FINANCE AND  
CONCURRENT CHIEF ADMINISTRATIVE OFFICER  
FOR ADMINISTRATIVE SERVICES**

To ensure responsive, efficient, effective delivery of services along human resource management, financial management, physical resources management, and administrative management in support to the instruction, research, extension and production functions of the University with particular consideration in responding promptly and diligently to the challenges brought by the COVID-19 pandemic, you are hereby designated as **VICE-PRESIDENT FOR ADMINISTRATION AND FINANCE AND CONCURRENT CHIEF ADMINISTRATIVE OFFICER FOR ADMINISTRATIVE SERVICES** effective 2 June 2023, until revoked by a subsequent issuance from this Office in accordance with the existing Civil Service rules and regulations.

Subject to confirmation by the Board of Regents, as **Vice-President for Administration and Finance**, you shall put in place all essential elements to achieve the University's aim of becoming SUC Level V in accordance with DBM/CHED Joint Circular No. 1, s. 2016 and the specific targets of the University particularly along administration and finance for school year 2023-2024. Specifically, you shall perform the following duties and responsibilities:

- (a) Provide strong administrative and fiscal leadership to ensure efficient implementation of policies and procedures that function in accordance with applicable laws and regulations and through systems that will improve the overall operation of the University.
- (b) Initiate the planning, developing, organizing, implementing and evaluating of the university's fiscal functions.
- (c) Devise and implement innovative mechanisms for efficient delivery of administrative support services.
- (d) Ensure the proper utilization and upkeep of the physical facilities.
- (e) Ensure university's compliance with appropriate regulatory agencies by continually monitoring operations, programs and physical resources.
- (f) Recommend recruitment, promotion, and human resource development plans for the employees.
- (g) Collaborate with the different colleges/units/departments as well as external partner agencies to provide financial information/ reports
- (h) Ensure institutional, financial and human resource reporting capabilities that provide timely and relevant information for management decision-making across university.
- (i) Provide guidance and direction to the University on issues related to its impact on the environment and the health and safety of the university community.
- (j) Evaluate the administrative and finance services structure for continual improvement of the service efficiency and effectiveness.

- (k) Supervise, monitor and evaluate the performance of the various offices under your jurisdiction such as Administrative Services Division and Financial Management Division.
- (l) Coordinate with other units to maintain ISO 9001-2015 certification as well as the Institutional Sustainability Assessment level of the University.
- (m) Serve as ex-officio chair of university committees formed to act on administrative and financial matters.
- (n) Perform such other functions as may be delegated by the University President.

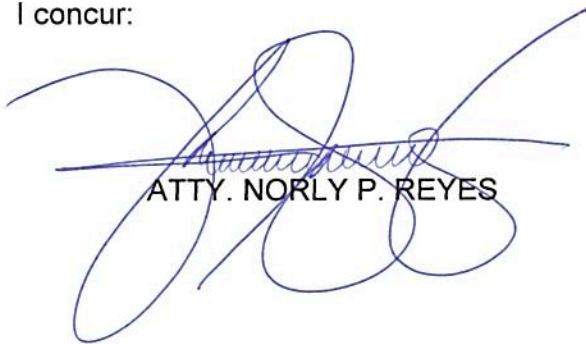
This designation entitles you to the monthly Representation and Transportation Expenses at such amount authorized under existing budgeting and accounting guidelines for the Office of Vice-President for Administration and Finance and to such other emoluments and allowances as may be allowed under existing compensation rules and regulations.

Please be guided accordingly.



**BABY BOY BENJAMIN D. NEBRES III**  
SUC President IV

I concur:



**ATTY. NORLY P. REYES**

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All Vice Presidents  
Deans/ Directors  
Heads/Chiefs of Offices  
COA  
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