



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 521
Series of 2024

TO: Dr. Lynette C. Cimafranca

RE: Designation as Secretary of the College of Agriculture and Food Science (CAFS)

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 13, 2024

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Secretary of the College of Agriculture and Food Science effective June 1, 2024 until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As Secretary you are expected to:

1. Keeps full and accurate records of the College;
2. Serves as Secretary of the College Executive Committee and other important College Committees;
3. Assists the Dean in finalizing the Annual Report, Annual Development Plan and other reports of the College;
4. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies and;
5. Performs other academic-related duties that may be assigned by the Dean.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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