



22 February 2023

MEMORANDUM NO. 491
Series of 2023

T O: Engr. Ayrton John V. Bantay
R E: Designation as College Secretary, CET

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as College Secretary of the College of Engineering and Technology effective February 1, 2023 until June 30, 2023 or unless sooner revoked or terminated by higher authorities. As College Secretary, you are directed to:

1. Keep full and accurate records of the College;
2. Record and produce a draft of minutes of meetings of the College, Management Committee, and other College Committees;
3. Assist the Dean in finalizing Annual Reports, Annual Development Plan, OPCR and other reports;
4. Assist the Dean in monitoring the performance of faculty, staff, and college-wide committees; and
5. Perform other duties that may be assigned by the Dean.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President