



# Visayas State University

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Office of the President

27 August 2009

**MEMORANDUM NO. 177**  
Series of 2009

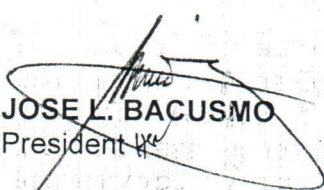
**T O: Dr. Pamela P. Abit**

**R E: Designation as Secretary of the Graduate School**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean of Graduate School and Special Programs, you are hereby designated Secretary of the Graduate School effective immediately until December 31, 2009 or unless sooner revoked or terminated by higher authorities. As Graduate School Secretary you will take charge of the following functions:

1. Record and keep the minutes of meetings and other official functions of the Graduate School Standing Committee, Graduate School Council and the Graduate Faculty.
2. Assist the Graduate School Dean in preparing announcements and reports pertinent to the VSU graduate program.
3. Assist the Dean of Graduate School in preparing annual budget and requisitions of the Graduate School.
4. Facilitate the execution of the decisions made by the Graduate Faculty and Graduate School Council.
5. Monitor the progress of graduate students, supervise student records and check graduation requirements.
6. Perform other duties that may be assigned by the Graduate School Dean.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc:	Dean, Graduate School	OUS	File
	OVPAA	Deans	
	OVPPRG	Directors	
	OVPAP	HRMDO	
	OVPRE	Records	