



22 June 2020

MEMORANDUM NO. 113
Series of 2020

T O: Prof. Francisco G. Gabunada, Jr.
R E: Designation as BOR and University Secretary

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as BOR and University Secretary effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Act as Secretary, who shall serve as such for both Board and the University and shall keep all records and proceedings of the Board and its meetings.
2. Communicate to each member of the Board notices of meetings. You shall also serve as Secretary of the University Academic and Administrative Council.
3. Prepare annual academic calendar of activities of the University and keep full and accurate records of the University.
4. Disseminate to concerned units the actions of the Board on submitted proposals.
5. Prepare drafts of official communications/letters from the Office of the President to CHED and other agencies in the government or to agencies abroad.
6. Do other duties as prescribed in the BOR Resolution No. 14 s. 2006

As BOR/University Secretary, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULINO
President

cc: OVPI	Cash
OVPAF	Registrar
OVPPRGEA	ODF/Budget
OVPRE	ODAHRD/PRPEO
OUS	IASO
Deans	Accounting
Directors	COA
Records	
File	