



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**MEMORANDUM NO. 811**  
Series of 2024

**TO: Engr. Martin Jan E. Mercurio**

**RE: Designation as Secretary of the College of Engineering and Technology (CET)**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: September 20, 2024**

By virtue of the authority vested in me by the VSU Board of Regents and as per recommendation by the College Dean, you are hereby designated as Secretary of the College of Engineering and Technology effective immediately until December 31, 2024 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 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 responsibilities 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.

**OFFICE OF THE PRESIDENT**

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