



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

7 June 2016

MEMORANDUM NO. 122

Series of 2016

T O: Ms. Ma. Niña Corazon C. Ceniza

R E: Designation as College Secretary of the College of Nursing

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the VP for Instruction, you are hereby designated College Secretary of the College of Nursing (CON) vice Ms. Raza Crecia Meneses effective immediately until December 31, 2016 or unless sooner revoked or terminated by higher authorities.

The responsibilities of the said position are as follows:

1. Keeps full and accurate records of the College;
2. Serves as Secretary of the College Personnel Committee and other important committees of the College;
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies and;
4. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


EDGARDO E. TULIN

President

cc: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Registrar
Accounting
Deans
Directors
ODAHRD/PRPEO
FMO/Budget
Records
File