



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

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website: www.vsu.edu.ph

Office of the President

16 February 2016

MEMORANDUM NO. 66

Series of 2016

T O: Prof. Fatima T. Baliña

R E: Designation as College Secretary of the College of Agriculture and Food Science (CAFS)

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the College Dean, you are hereby designated College Secretary of the College of Agriculture and Food Science (CAFS) 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



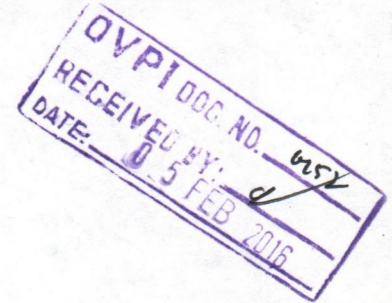
641 1648 710
Visayas State University
College of Agriculture and Food Science
(CHED Center of Excellence in Agriculture)
Visca, Baybay City, Leyte 6521, Philippines
Tel: + 53-563-7435/7107:Fax: +53 563-7107



Office of the Dean

February 1, 2016

Dr. Edgardo E. Tulin
University President
Visayas State University
Visca, Baybay City, Leyte



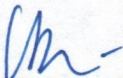
Through: **Dr. Beatriz S. Belonias**
VP for Instructions

Dear **President Tulin**:

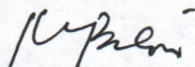
I wish to recommend the appointment of **Assistant Prof. Fatima T. Baliña** as College Secretary of the College of Agriculture and Food Science (CAFS) effective February 1, 2016 to December 31, 2016 with the following duties and responsibilities:

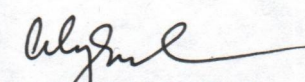
1. Keeps full and accurate records of the College;
2. Serves as Secretary of the College Executive Committee and other important College Committees;
3. Assists the Dean in finalizing the Annual Report, Annual Development Plan and other reports of the College;
4. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies and;
5. Performs other duties that may be assigned by the Dean.

Thank you.


VICTOR B. ASIO
College Dean

Recommending Approval:


BEATRIZ S. BELONIAS
VP for Instructions

Approved: 
EDGARDO E. TULIN
University President

Vision: The premier university of science and technology in the Visayas.

Mission: Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country