



7 October 2019

MEMORANDUM NO. 370
Series of 2019

T O: Dr. Lynette C. Cimafranca

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, 2019 or unless sooner revoked or terminated by higher authorities.

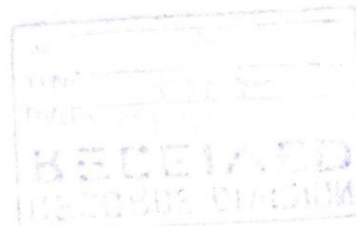
The responsibilities of the said position are as follows:

1. Keeps full and accurate records of the College;
2. Serves as Secretary of the College Personnel Committee and other important 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 academic-related duties that may be assigned by the Dean.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
USSO
Registrar
Accounting
Deans
Directors
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Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.