



**MEMORANDUM NO. 494**  
Series of 2024

**TO: Ms. Hazelle V. Asaldo**

**RE: Designation as BOR and University Secretary**

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

**DATE: May 3, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **BOR and University Secretary**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

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.

This designation will take effect on **May 6, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPASAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	