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1 March 2022

MEMORANDUM NO. 307
Series of 2022

T O: Engr. Celestial A. Manigo

R E: Designation as College Secretary, College of Engineering and Technology

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as College Secretary of the College of Engineering and Technology effective March 1, 2022 until December 31, 2022 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,
5. Represent the College Dean in relevant university-wide meetings and activities in case she is on official travel or on official leave of absence, and
6. 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.


EDGARDO E. TULIN
President