



8 March 2022

MEMORANDUM NO. 386

Series of 2022

T O: Dr. Hervina V. Mollejon

R E: Designation as Campus Secretary, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Campus Secretary, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Campus Secretary you are directed to:

1. Provides secretarial and administrative support to the administration, communicate to inform students, parents, staff and entire campus ensuring compliance with financial, legal and administrative requirements.
2. Records and keeps minutes of meetings of the College Executive Council.
3. Assist the Chancellor in preparing the annual budget and requisitions of the college.
4. Facilitate the execution of the decisions made by the Chancellor and College Executive Council.
5. Monitors and progress of graduate students, supervises student records and checks graduation requirements.
6. Performs other duties that may be assigned by the Chancellor.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc:	VSU-Villaba	OVPARGAS	Registrar	File
	OVPA	OUS	Records	
	OVPAF	ODHRM/OHRSPR	Accounting	
	OVPREI	ODF/Budget	Cash	
	OVPSAS	OHIA	COA	
	Deans			
	Directors			