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Office of the President

28 February 2011

MEMORANDUM NO. 103

Series of 2011

T O: Prof. Lydia V. Presbitero

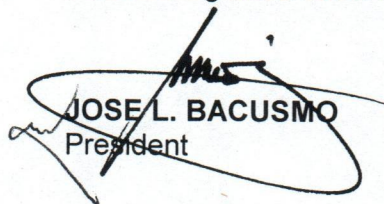
R E: Designation as College Secretary of the College of Arts and Sciences

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated College Secretary of the College of Arts and Sciences effective immediately until December 31, 2011 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 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.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPAA Registrar
OVPAF Accounting
OVPPRG Deans
OVPRE Directors
OUS HRMDO
Dean-CAS Records
USSO File