



7 February 2023

**MEMORANDUM NO.** 302  
Series of 2022


**T O: Mr. Helmar G. Ycong**  
**R E: Designation as College Secretary, College of Education**

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 Education effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities. As College Secretary, you are directed to:

1. Provide assistance to the College Dean in terms of records management and administrations;
2. Records minutes of the meetings and ensure proper circulation and achieving of minutes of the meetings;
3. Assist the Dean in finalizing the Annual Report, Annual Development Plan and other reports of the college;
4. Assist the Dean in terms of monitoring college activities, instructions, and research and extension activities;
5. Assist the Dean in liaising with stakeholders and handling official correspondence;
6. Assist the Dean in representing the college in University activities;
7. Perform other duties 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. TULINA**  
President *OK 2/7/23*