



Visayas State University

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu-visca.edu.ph

Office of the President

24 July 2009

MEMORANDUM NO. 159

Series of 2009

T O: Dr. Ma. Salome B. Bulayog

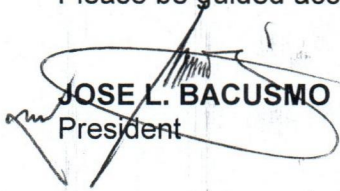
R E: Designation as College Secretary of the College of Agriculture

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated College Secretary of the College of Agriculture effective July 16, 2009 to December 31, 2009 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
OVPAF
OVPPRG
OVPRE
OUS
Dean - CA
USSO
Registrar
Directors
Accounting
HRMDO
Records
File

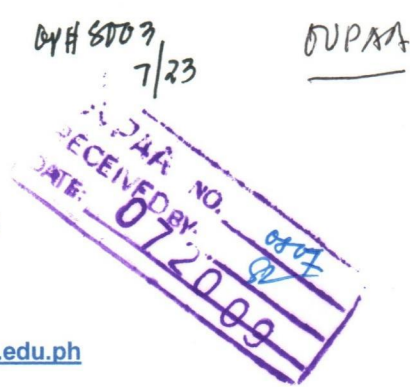


**VISAYAS STATE UNIVERSITY
COLLEGE OF AGRICULTURE**

Visca, Baybay, Leyte
Philippines

Tel: +53 563 7107/7435; Fax: +63 53 563 7107

e-mail: ptarmenia@gmail.com website: www.lsu-visca.edu.ph



Office of the Dean

July 13, 2009

Dr. Jose L. Bacusmo

President

VSU, Visca, Baybay, Leyte

Through: **Dr. Oscar B. Posas**

VP for Academic Affairs


Dear Dr. Bacusmo:

I wish to renew the appointment of **Dr. Salome B. Bulayog** as College Secretary of the College of Agriculture effective July 16, 2009 to December 31, 2009.


The duties and responsibilities of the College Secretary 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 the 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.

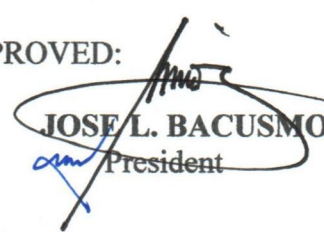
Thank you.


PEDRO T. ARMENIA
OIC-Dean

Recommending Approval:


OSCAR B. POSAS
VP for Academic Affairs

APPROVED:


JOSE L. BACUSMO
President