



21 July 2016

MEMORANDUM NO. 186

Series of 2016

T O: Dr. Fe M. Gabunada

R E: Designation as Secretary of the Graduate School

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Secretary of the Graduate School effective August 1, 2016 until December 31, 2016 or unless sooner revoked or terminated by higher authorities.

As Secretary you shall take charge of the following functions:

1. Records and keeps the minutes of the meetings and other official functions of the Graduate School Council and the Graduate Faculty;
2. Assists the Graduate School Dean in preparing announcements and reports pertinent to the VSU graduate program;
3. Assists the Dean of Graduate School in preparing the annual budget and requisitions of the Graduate School.
4. Facilitates the execution of the decisions made by Graduate Faculty and Graduate School Council;
5. Monitors the progress of graduate students, supervise student records and check graduation requirements;
6. Performs other duties that may be assigned by the Graduate School Dean.

Please be guided accordingly.


EDGARDO E. TULIN

President

cc: OVPI	OGS
OVPAF	Accounting
OVPPRGEA	Deans
OVPRE	Directors
OUS	ODAHRD/PRPEO
USSO	FMO/Budget
Registrar	Records
Dr. L. A. Galvez	File