



# VISAYAS STATE UNIVERSITY

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## *Office of the President*

28 January 2008

### **MEMORANDUM NO. 43**

Series of 2008

**T O: Ms. Joviel R. Teves**

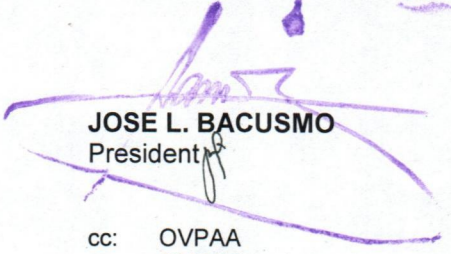
**R E: Designation as College Secretary of the College of Engineering and Agri-Industries (CEAI)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated College Secretary of the College of Engineering and Agri-Industries (CEAI), effective January 2008 until June 30, 2008 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 including the Academic Council, if applicable.
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies.
4. Monitors the progress of students in the College.
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 - CEAI  
Directors  
Accounting  
HRMDO  
Records  
File