



13 January 2017

MEMORANDUM NO. 102

Series of 2017

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 January 13, 2017 until December 31, 2017 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
OVPAF
OVPPRGEA
OVPRE
OUS
USSO
Registrar
OGS
Accounting
Deans
Directors
ODAHRD/PRPEO
FMO/Budget
Records
File

Vision: The premier university of science and technology in the Visayas.

Mission: Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.