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Office of the President

10 February 2012

MEMORANDUM NO. 107

Series of 2012

T O: Dr. Lorina C. Galvez

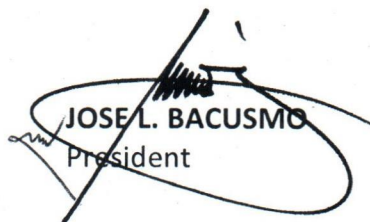
R E: Designation as Secretary of the Graduate School

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Secretary of the Graduate School effective immediately until December 31, 2012 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.


JOSE L. BACUSMO
President

cc: OVPI OGS
 OVPAF Accounting
 OVPPRG Deans
 OVPRE Directors
 OUS ODAHRD/PRPEO
 USSO Records
 Registrar File