



30 January 2023

MEMORANDUM NO. 151
Series of 2023

T O: Dr. Allen Glennie P. Lambert
R E: Designation as Executive Secretary


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Executive Secretary effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Assist the President in carrying out the educational plans and policies of the University and in the supervision of the different academic activities of the University.
2. Responsible for the timely, reliable, accurate and comprehensive information to the President in the exercise of Presidential decision-making.
3. Responsible for a competent and responsive support to President's calendars, fora, meetings, etc.
4. Ensure a thorough and efficient coordination of Presidential activities.
5. Take charge in the effective implementation of special assignments as directed by the President.
6. Assist the President in the efficient internal administration of the university.

As Executive Secretary, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	OVPI	Cash
	OVPAF	Registrar
	OVPPRGAS	ODF/Budget
	OVPREI	ODHRM/RSPPRO
	OVPSAS	OHIA
	OUS	Accounting
	Deans	COA
	Directors	
	Records	
	File	