



MEMORANDUM NO. 509
Series of 2024

TO: Dr. Catherine C. Arradaza

RE: Designation as Secretary of the Graduate School

FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 31, 2024

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Secretary of the Graduate School effective May 22, 2024 until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As Secretary you are expected to report to the Office of the Graduate School on a regular basis on your scheduled time and do the following functions as stipulated in the Graduate School Code:

1. Record and keep minutes of meetings and other official functions of the Graduate School Council and the Graduate Faculty;
2. Assist the Graduate School Dean in preparing announcements and reports pertinent to the University graduate programs;
3. Assist the Dean of the Graduate School in preparing the annual budget and requisitions of the office;
4. Facilitate the execution of the decisions made by the Graduate Faculty and Graduate School Council;
5. Monitor the progress of graduate students, supervise student records and check graduation requirements; and
6. Perform other duties that may be assigned by the Graduate School Dean.

Please be guided accordingly.