



13 January 2017

MEMORANDUM NO. 99

Series of 2017

T O: Dr. Angelica P. Baldos

**R E: Designation as College Secretary of the College of Forestry and
Environmental Science (CFES)**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the College Dean, you are hereby designated College Secretary of the College of Forestry and Environmental Science (CFES) effective January 13, 2017 until December 31, 2017 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 Personnel Committee and other important committees of the College;
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies and;
4. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
USSO
Registrar
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.*