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Office of the President

8 March 2012

MEMORANDUM NO. 119
Series of 2012

T O: Dr. Annie P. Gravoso

R E: Designation as Recording Secretary of the University Curriculum Committee

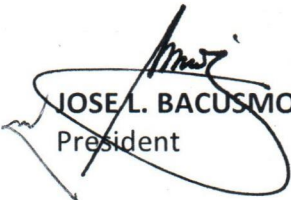
By virtue of the authority vested in me by the VSU Board of Regents and as recommended by Dr. Oscar B. Posas, you are hereby designated Recording Secretary of the University Curriculum Committee effective immediately until December 31, 2012 or unless sooner revoked or terminated by appropriate authorities.

The responsibilities of the said position are as follows:

1. Take down minutes every time the University Curriculum Committee meets;
2. Prepares minutes of the meeting ready for distribution before the next scheduled meeting;
3. Keeps relevant documents related to curriculum matters; and
4. Performs other functions as requested by the Chairperson of the University Curriculum Committee.

For this assignment you are given appropriate workload units.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: Dr. O. B. Posas
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