



8 March 2023

MEMORANDUM NO. 547

Series of 2023

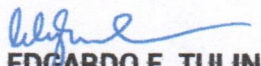
T O: Dr. Arsenio D. Ramos
R E: Designation as College Extension Coordinator, CAFS

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as College Secretary of the College of Agriculture and Food Science effective March 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities. As College Extension Coordinator, you are directed to:

1. Assist the College Dean in the Overall Planning, coordination and management of the D&E programs and activities of the college;
2. Spearhead the monitoring and evaluation of the utilization of resources for D&E (budget, manpower, equipment, facilities, etc.);
3. As the D&E focal point person of the college, update OVPREI, quarterly, on the financial status and progress the College's D&E programs;
4. Represents the College Dean in D&E related meeting/s for a as instructed whenever he is not available;
5. Coordinates the implementation of College's D&E for a and training in coordination with OVPREI-D&E.

Moreover, 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