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Office of the President

30 January 2012

MEMORANDUM NO. 80

Series of 2012

T O: Dr. Berta C. Ratilla

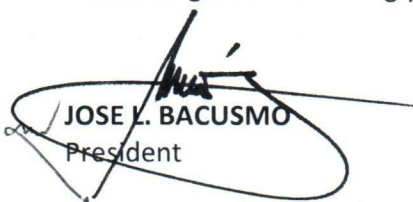
R E: Designation as OIC College Secretary of the College of Agriculture

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by Dr. Victor B. Asio, you are hereby designated OIC College Secretary of the College of Agriculture effective immediately until December 31, 2012 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 Executive Committee and other important College Committees;
3. Assists the Dean in finalizing the Annual Report, Annual Development Plan and other reports of the College;
4. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies and;
5. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPI Registrar
OVPAF Accounting
OVPPRG Deans
OVPRE Directors
OUS ODAHRD/PREPEO
Dean-CA Records
USSO File