



20 July 2020

**MEMORANDUM NO. 302**

Series of 2020

**T O: Dr. Maria Hazel I. Bellezas**

**R E: Designation as College Secretary of the College of Management and Economics (CME)**

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 Management and Economics (CME) effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As College Secretary you are expected to:

1. Provide assistance to the College Dean in terms of records management and administrations;
2. Record minutes of meetings and ensure proper circulation and archiving of minutes of meetings;
3. Ensure that meetings are effectively communicated and organized;
4. Assist the Dean in terms of monitoring college activities, instruction, research and extension activities, utilization of funds and planning;
5. Assist the Dean in liaising with stakeholders and handling official correspondence; and
6. Assist the Dean in representing the college in university activities.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPAA  
OVPAF  
OVPPRGAS  
OVPREI  
OVPSAS  
OUS  
Registrar  
Accounting  
Deans  
Directors  
ODAHRD/PRPEO  
FMO/Budget  
Records  
File