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26 September 2022

MEMORANDUM NO. 698

Series of 2022

T O: Dr. Lynette C. Cimafranca


**R E: Designation as College Secretary,
College of Agriculture and Food Science (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 Engineering and Technology effective September 21, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities. As College Secretary, you are directed to:

1. Keep full and accurate records of the College;
2. Serves as Secretary of the College Executive Committee and other important College Committees;
3. Assist the Dean in finalizing 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. Perform other academic-related duties that may be assigned by the Dean.

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