



VISAYAS STATE UNIVERSITY

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Office of the President

27 November 2007

MEMORANDUM NO. 206

Series of 2007

T O: Dr. Ma. Salome B. Bulayog

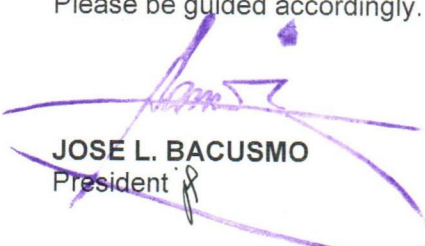
R E: Designation as Secretary of the College of Agriculture

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Secretary of the College of Agriculture vice Dr. Lualhati M. Noriel who was designated OIC-Dean of CA, effective November 15, 2007 until December 31, 2007 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 including the Academic Council, if applicable.
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies.
4. Monitors the progress of students in the College.
5. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: Dr. Lualhati M. Noriel
OVPAA
OVPAF
OVPDEA
OUS
Deans
Directors
Accounting
HRMDO
Records
File