



# Visayas State University

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## Office of the President

21 January 2015

MEMORANDUM NO. 7  
Series of 2015

**T O: Prof. Fatima T. Baliña**

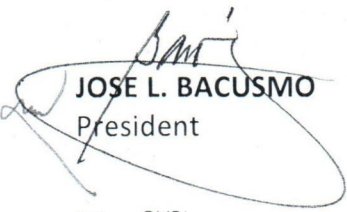
**R E: Designation as College Secretary of the College of Agriculture  
and Food Science (CAFS)**

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 Agriculture and Food Science (CAFS) effective immediately until December 31, 2015 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, OPCR 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  
OVPAF  
OVPPRGEA  
OVPRE  
OUS  
USSO  
Registrar  
Accounting  
Deans  
Directors  
ODAHRD/PRPEO  
FMO/Budget  
Records  
File