



20 August 2020

MEMORANDUM NO. 407

Series of 2020

T O: Dr. Marilyn N. Manaig

R E: Designation as College Secretary of the College of Education

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 as College Secretary of the College of Education effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As College Secretary you will have the following responsibilities:

1. Provide assistance to the College Dean in terms of records management and administrations.
2. Record minutes of the meetings and ensure proper circulation and archiving of minutes of the meetings.
3. Assist the Dean in finalizing the Annual Report, Annual Development Plan and other reports of the college.
4. Assist the Dean in terms of monitoring college activities, instructions, and research and extension activities.
5. Assist the Dean in liaising with stakeholders and handling official correspondence.
6. Assist the Dean in representing the college in University activities.
7. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.

EDGARDO E. TULIN
President

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