



13 January 2017

MEMORANDUM NO. 97

Series of 2017

T O: Ms. Ginas Aurea A. Villagonzalo


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, you are hereby designated College Secretary of the College of Agriculture and Food Science (CAFS) effective January 13, 2017 until December 31, 2017 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 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.


EDGARDO E. TULIN
President

cc: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
USSO
Registrar
Accounting
Deans
Directors
ODAHRD/PRPEO
FMO/Budget
Records
File