



7 June 2021

MEMORANDUM NO. 472

Series of 2021

T O: Mr. Helmar G. Ycong

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 College Secretary of the College of Education effective immediately until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

The responsibilities of the said position are as follows:

1. Provide assistance to the College Dean in terms of records management and administrations;
2. Records 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	Deans
OVPAF	Directors
OVPPRGAS	ODHRM/OHRSPPR
OVPREI	FMO/Budget
OVPSAS	Records
OUS	File
USSO	
Registrar	
Accounting	
Directors	