



Visayas State University

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Office of the President

29 February 2016

MEMORANDUM NO. 72

Series of 2016

T O: Mr. Ronald Arlet P. Villaber

R E: Designation as College Secretary of the College of Arts and Sciences (CAS)

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 Arts and Sciences (CAS) effective immediately until December 31, 2016 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 Personnel Committee and other important committees of the College;
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies and;
4. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


EDGARDO E. TULIN
President

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