



19 January 2023

**MEMORANDUM NO.** 59  
Series of 2023

**T O: Dr. Jane P. Dautil**  
**R E: Designation as College Secretary, College of Veterinary Medicine**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as College Secretary of the College of Engineering and Technology effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities. As College Secretary, you are directed to:

1. Organize college-related activities;
2. Keep records of meetings; and
3. Represent the college to university activities where the college secretary is needed.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: CVM  
Records  
File