



13 August 2020

MEMORANDUM NO. 403
Series of 2020

T O: Dr. Catherine C. Arradaza

R E: Designation as Secretary of the Graduate School

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Secretary of the Graduate School effective August 17, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Secretary you are expected to report to the Office of the Graduate School on a regular basis on your scheduled time and do the following functions as stipulated in the Graduate School Code:

1. Record and keep minutes of meetings and other official functions of the Graduate School Council and the Graduate Faculty;
2. Assist the Graduate School Dean in preparing announcements and reports pertinent to the University graduate programs;
3. Assist the Dean of the Graduate School in preparing the annual budget and requisitions of the office;
4. Facilitate the execution of the decisions made by the Graduate Faculty and Graduate School Council;
5. Monitor the progress of graduate students, supervise student records and check graduation requirements; and
6. Perform other duties that may be assigned by the Graduate School 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	