



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



MEMORANDUM NO. 113
Series of 2025

TO: Dr. Lynette C. Cimafranca

RE: Designation as Secretary of the Faculty of Agriculture and Food Science (FAFS)

FROM: DR. PROSE IVY. G YEPES
University President

DATE: January 8, 2025

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Secretary of the Faculty of Agriculture and Food Science effective immediately until December 31, 2025 or unless sooner revoked or terminated by higher authorities.

As Faculty Secretary you are expected to:

1. Keeps full and accurate records of the Faculty;
2. Serves as Secretary of the College Executive Committee and other important Faculty Committees;
3. Assists the Dean in finalizing the Annual Report, Annual Development Plan and other reports of the Faculty;
4. Prepares the annual academic and co-curricular activities of the Faculty subject to the approval by appropriate bodies and;
5. Performs other academic-related duties that may be assigned by the Dean.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-01
V05 06-06-2024
No. 25-113