



29 September 2021

**MEMORANDUM NO. 618**  
Series of 2021

**T O: Dr. Catherine C. Arradaza**

**R E: Designation as Secretary of the Graduate School**

By virtue of the authority vested in my by the VSU Board of Regents, your designation as Secretary of the Graduate School is hereby renewed effective immediately until December 31, 2021 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	Deans
OVPAF	Directors
OVPPRGAS	FMO/Budget
OVPREI	Records
OVPSAS	Graduate School
OUS	File
Registrar	
Accounting	
ODHRM/OHRSPPR	