



31 January 2023

**MEMORANDUM NO.** 422  
Series of 2023

**T O: Ms. Syra Cinco**  
**R E: Designation as Campus Secretary, VSU Tolosa Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Campus Secretary, VSU Tolosa Campus effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.


As Campus Secretary, you are directed to:

1. Act as Secretary, who shall serve as such for Advisory Committee and shall keep all records and proceedings of the meetings.
2. Communicates to each member of the committee on notice of meetings.
3. Disseminates to concerned units the approved minutes of the meetings.
4. Write official communications/letters from the Office of the Chancellor to CHED and other agencies.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	VSU-Tolosa	Deans
	OVPA	Directors
	OVPAF	Accounting
	OVPREI	Cash
	OVPSAS	COA
	OVPPRGAS	Registrar
	OUS	Records
	ODHRM/OHRSSPR	File
	ODF/Budget	
	OHIA	