



8 March 2022

MEMORANDUM NO. 405

Series of 2022

T O: Ms. Ma. Angeles J. Ambida

R E: Designation as Campus Secretary, VSU Alangalang Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Campus Secretary, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 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 notices of meetings.
3. Disseminates to concerned units the approved minutes of the meetings.
4. Writes official communication/letters from the Office of the Chancellor to CHED and other agencies.
5. Deliver timely, reliable, accurate, and comprehensive information to the Chancellor in the exercise of his/her decision-making.
6. Assist the Chancellor in carrying out the educational plans and policies of the campus and in the supervision of the different academic activities of the campus.

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-Alangalang	ODHRM/OHRSPPR	Deans
	OVPAA	ODF/Budget	Directors
	OVPAF	OHIA	Records
	OVPREI	Accounting	File
	OVPSAS	Cash	
	OVPPRGAS	COA	
	OUS	Registrar	