



Visayas State University

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Office of the President

9 February 9, 2010

MEMORANDUM NO. 84

Series of 2010

T O: Dr. Suzette B. Lina

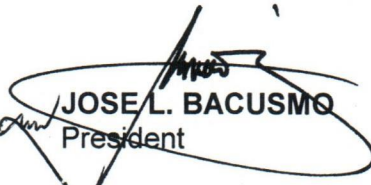
R E: Designation as College Secretary of the College of Agriculture

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated College Secretary of the College of Agriculture effective February 1, 2010 to December 31, 2010 or unless sooner revoked or terminated by higher authorities.

The responsibilities of the said position are as follows:

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

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPAA
OVPAF
OVPPRG
OVPRE
OUS
Dean – CA
USSO
Registrar
Directors
Accounting
HRMDO
Records
File