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*Office of the President*

January 21, 2008

**MEMORANDUM NO. 41**  
Series of 2008

**T O: Dr. Ma. Salome B. Bulayog**

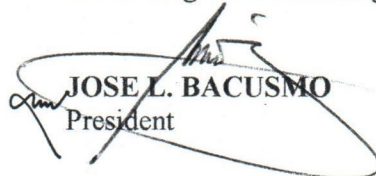
**R E: Designation as Secretary of the College of Agriculture**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Secretary of the College of Agriculture effective January 1, 2008 to December 31, 2008 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 including the Academic Council, if applicable.
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies.
4. Monitors the progress of students in the College.
5. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

Cc: OVPAA  
OVPAF  
OVPRG  
OUS  
Dean-CA  
Directors  
Accounting  
HRMDO  
Records  
File