



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

17 June 2016

MEMORANDUM NO. 156
Series of 2016

T O: Ms. Ginas Aurea A. Villagonzalo

R E: Designation as College Secretary of the College of Agriculture and Food Science (CAFS)

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the College Dean, you are hereby designated College Secretary of the College of Agriculture and Food Science (CAFS) vice Prof. Fatima T. Baliña, effective immediately until December 31, 2016 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.

EDGARDO E. TULIN

President

cc: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
USSO
Registrar
Accounting
Deans
Directors
ODAHRD/PRPEO
FMO/Budget
Records
File