



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

3 February 2016

MEMORANDUM NO. 38
Series of 2016

T O: Dr. Angelica P. Baldos

R E: Designation as College Secretary of the College of Forestry and Environmental Science (CFES)

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 Forestry and Environmental Science (CFES) 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 Personnel Committee and other important committees of the College;
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies and;
4. Performs other duties that may be assigned by the Dean.

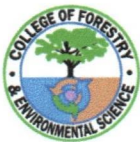
Please be guided accordingly.



EDGARDO E. TULIN

 President

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



College of Forestry and Environmental Science
Visayas State University, Visca, Baybay, Leyte
6521-A Philippines



CPH 1197
1-78

January 27, 2016

Dr. Edgardo E. Tulin
President, Visayas State University
Visca, Baybay, Leyte, 6521-A Philippines

Sir:

Greetings!


I would like to favorably endorse Dr. Angel P. Baldos as College Secretary of College of Forestry and Environmental Science. She possesses the desired qualifications and willingness to serve as such, hence this letter.

I hope this endorsement would merit your kind consideration.

Thank you very much.

Sincerely,


ARTURO E. PASA
Dean

APPROVED:

EDGARDO E. TULIN, PhD
PRESIDENT