



MEMORANDUM NO. 511
Series of 2024

TO: Ms. Angelita B. Orias

RE: Designation as College Secretary, CFES

FROM:
DR. PROSE IVY. G YEPES
University President

DATE: May 31, 2024

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **College Secretary of the College of Forestry and Environmental Science** effective immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As College Secretary, you are directed to:

1. Keep full and accurate records of the College;
2. Serve as Secretary of the College Personnel Committee and other important committees of the college;
3. Prepare annual academic and co-curricular activities of the college subject to the approval by appropriate bodies; and
4. Perform other duties that may be assigned by the Dean.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.