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Office of the President

11 October 2011

MEMORANDUM NO. 217

Series of 2011

T O: Ms. Ma. Rachel Kim L. Aure

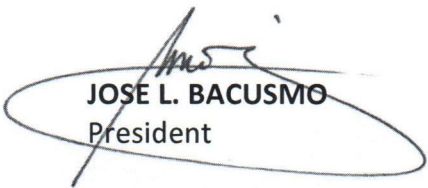
R E: Designation as College Secretary of the College of Education

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated College Secretary of the College of Education effective November 1, 2011 until December 31, 2011 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; 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 – College of Education
Directors
Accounting
ODAHRD/PRPEO
Records
File