



Visayas State University

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Office of the President

31 January 2011

MEMORANDUM NO. 82

Series of 2011

T O: Engr. Epifania G. Loreto

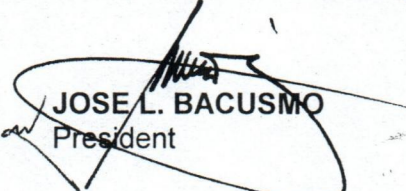
R E: Designation as College Secretary of the College of Engineering

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated College Secretary of the College of Engineering effective February 1, 2011 to December 31, 2011 or unless sooner revoked or terminated by higher authorities.

The responsibilities of the said position are as follows:

1. Maintains proper files, both hard and electronic copies, of important documents of the College of Engineering.
2. Organizes and schedules meetings of the College Dean and inform the different stakeholders about the meeting and its agenda.
3. Makes detailed note of the proceedings of each meeting and prepares the corresponding minutes for documentation and reference.
4. Assists the College Dean in preparing quarterly, semi-annual, and annual reports and other important documents for submission to appropriate bodies.
5. Represents the College Dean in important functions/meetings in case he is not around during the said functions/meetings.
6. Does other related activities as required by the Office of the College Dean.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc:	OVPAA	OUS	Accounting	File
	OVPAF	Dean - CE	Directors	
	OVPPRG	USSO	HRMDO	
	OVPRE	Registrar	Records	



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

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Op 1009
1-21-11

Office of the Vice President for Administration & Finance

28 January 2011

Dr. Jose L. Bacusmo
President, VSU
Visca, Baybay, Leyte

*Honng,
Pls. prepare appointment.
Thanks*

Dear Dr. Bacusmo:

May I recommend the appointment **Engr. Epifania G. Loreto** as the College Secretary of the College of Engineering for CY 2011 with following duties and responsibilities:

1. Maintains proper files, both hard and electronic copies, of important documents of the College of Engineering.
2. Organizes and schedules meetings of the College Dean and inform the different stakeholders about the meeting and its agenda.
3. Makes detailed note of the proceedings of each meeting and prepares the corresponding minutes for documentation and reference
4. Assists the College Dean in preparing quarterly, semi-annual, and annual reports and other important documents for submission to appropriate bodies.
5. Represents the College Dean in important functions/meetings in case he is not around during the said functions/meetings, and
6. Does other related activities as required by the Office of the College Dean.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Roberto C. Guarte'.

ROBERTO C. GUARTE

Dean, College of Engineering and
Vice President for Administration and Finance