



8 March 2023

MEMORANDUM NO. 546

Series of 2023


T O: Dr. Lynette C. Cimafranca
R E: Designation as College Secretary, CAFS

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 Agriculture and Food Science effective March 1, 2023 until December 31, 2023 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 Executive Committee and other important College Committees;
3. Assist the Dean in finalizing Annual Reports, Annual Development Plan, OPCR and other reports;
4. Prepare the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies, and;
5. Perform other academic-related 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.


EDGARDO E. TULIN
President