

Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

1 August 2012

MEMORANDUM NO. 229

Series of 2012

T O: Dr. Lijueraj J. Cuadra

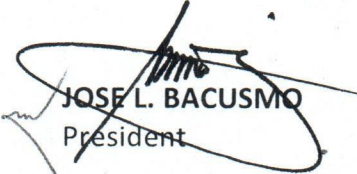
R E: Designation as College Secretary of the College of Education

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by Dr. Dolores L. Alcober, you are hereby designated College Secretary of the College of Education effective August 1, 2012 until December 31, 2012 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;
3. Assists the Dean in finalizing the Annual Report, Annual Development Plan and other reports of the College;
4. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies and;
5. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPI
OVPAF
OVPPRG
OVPRE
OUS
Dean-College of Education
USSO
Registrar
Accounting
Deans
Directors
ODAHRD/PRPEO
Records
File