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Office of the President

29 April 2014

MEMORANDUM NO. 112

Series of 2014

T O: Ms. Joviel R. Teves

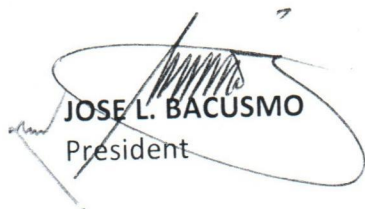
R E: Designation as College Secretary of the College of Management & Economics

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by Dr. Antonio P. Abamo, you are hereby designated College Secretary of the College of Management and Economics effective immediately until December 31, 2014 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: Prof. E. F. Bulayog
OVPI
OVPAF
OVPPRG
OVPRE
OUS
Dean-CME
USSO
Registrar
Accounting
Deans
Directors
ODAHRD/PRPEO
Records
File