



**MEMORANDUM NO.** 510  
Series of 2024

**TO: Ms. Charmagne Faith F. Capuno**

**RE: Designation as Secretary of the College of Management and Economics**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: May 31, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Secretary of the College of Management and Economics effective May 27, 2024 until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As Secretary you are expected to:

1. Record and prepare the minutes or proceedings of meeting of the CME Executive Committee (ExeCom) and such other meetings as may be presided over by the College Dean;
2. Submit minutes of all meetings to the Dean and provide the same to the other Department Heads as may be required under existing policies or as directed by the College Dean;
3. Issue notices for all meetings called by the College Dean;
4. Furnish each CME ExeCom member a copy of the minutes of each meeting at the next meeting or sooner, as may be required by them;
5. Perform other duties and functions the College Dean may assign.

Please be guided accordingly.