



18 July 2016

**MEMORANDUM NO.** 181  
Series of 2016

**T O:** Mr. Helmar G. Ycong

**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 the College Dean, you are hereby designated College Secretary of the College of Education vice Dr. Rizalina D. Truya effective August 1, 2016 until December 31, 2016 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, OPCR 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.

for.  016  
7/19/16  
**EDGARDO E. TULIN**  
President

cc: OVPI  
OVPAF  
OVPPRGEA  
OVPRE  
OUS  
USSO  
Registrar  
Accounting  
Deans  
Directors  
ODAHRD/PRPEO  
FMO/Budget  
Records  
File