



22 June 2020

MEMORANDUM NO. 112

Series of 2020

T O: Mr. Allen Glennie P. Lambert

R E: Designation as Executive Secretary

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Executive Secretary effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Assist the President in carrying out the educational plans and policies of the University and in the supervision of the different academic activities of the University.
2. Responsible for the timely, reliable, accurate and comprehensive information to the President in the exercise of Presidential decision-making.
3. Responsible for a competent and responsive support to President's calendars, fora, meetings, etc.
4. Ensure a thorough and efficient coordination of Presidential activities.
5. Take charge in the effective implementation of special assignments as directed by the President.
6. Assist the President in the efficient internal administration of the university.

As Executive Secretary, 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

cc:	OVPI	Cash
	OVPAF	Registrar
	OVPPRGEA	ODF/Budget
	OVPRE	ODAHRD/PRPEO
	OUS	IASO
	Deans	Accounting
	Directors	COA
	Records	
	File	