



11 March 2022

**MEMORANDUM NO. 349**  
Series of 2022

**T O: Dr. Catherine C. Arradaza**  
**R E: Designation as Secretary of the Graduate School**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Secretary of the Graduate School effective January 3, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Secretary you are expected to report to the Office of the Graduate School on a regular basis on your scheduled time and do the following functions as stipulated in the Graduate School Code:

1. Record and keep minutes of meetings and other official functions of the Graduate School Council and the Graduate Faculty;
2. Assist the Graduate School Dean in preparing announcements and reports pertinent to the University graduate programs;
3. Assist the Dean of the Graduate School in preparing the annual budget and requisitions of the office;
4. Facilitate the execution of the decisions made by the Graduate Faculty and Graduate School Council;
5. Monitor the progress of graduate students, supervise student records and check graduation requirements; and
6. Perform other duties that may be assigned by the Graduate School Dean.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPAA                      Directors  
OVPAF                        Deans  
OVPPRGAS                  FMO/Budget  
OVPREI                        Records  
OVPSAS                        File  
OUS  
Registrar  
Accounting  
ODHRM/RSPPRO