



6 February 2017

**MEMORANDUM NO. 118**

Series of 2017

**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, you are hereby designated College Secretary of the College of Education effective February 6, 2017 until December 31, 2017 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 Personnel Committee and other important committees of the College;
3. Prepares the annual academic and co-curricular activities of the College subject to the approval by appropriate bodies and;
4. Performs other duties that may be assigned by the Dean.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

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