

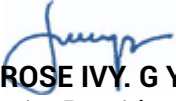


MEMORANDUM NO. 375

Series of 2024

TO: **Dr. Harvie P. Portugaliza**

RE: **Designation as Editor-In-Chief, Annals of Tropical Research (ATR)**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **May 14, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Editor-In-Chief, Annals of Tropical Research**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Manage the Annals Tropical Research (ATR), the international journal published by the university;
2. Solicit, review, and publish high quality and original scientific articles from local and international researchers;
3. Promote the ATR to increase its impact as indicated by citations on other publications;
4. Assist researchers in various research and academic units of the university in preparing publishable scientific journals;
5. Maintain a collection of all ATR volumes that have been published by the Office;
6. Ensure that the ATR maintains high scientific standards by subjecting it to international indexing and accreditation services.

As Editor-In-Chief, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **May 16, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
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