



19 January 2024

MEMORANDUM NO. 64
Series of 2024

T O: Dr. Victor B. Asio
Dr. Ma. Theresa P. Loreto
Dr. Bayron S. Barredo
Dr. Jannet C. Bencure
Dr. Renezita S. Come
Dr. Moises Neil V. Serioño
Dr. Michelle C. Tolibas
Dr. Santiago T. Peña Jr.

R E: **Nomination of Focal Persons**

With the increasing number of international students and visiting professors/researchers coming to VSU, we realized that we need an additional workforce to fetch our international visitors at the nearest airport or seaport and assist them in settling in VSU upon arrival.

In connection with this, we would like to request a focal person from each academic and research unit to assist the International Affairs Office in dealing with our international students and guests, especially during their arrival and settling here in Visayas State University. Our office will be giving a seminar/training to those identified focal persons to equip them with the basic information on dealing with international guests, especially students. Rest assured that the processing of documents (such as trip tickets) related to the above-mentioned activities will be handled by IAO.

We look forward to your wholehearted support in the university's drive towards internationalization activities.

DANIEL LESLIE S. TAN
OIC-President

cc: IAO
Records
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