



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015

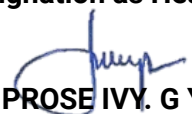
www.tuv.com
ID 9108658749

MEMORANDUM NO. 1012

Series of 2024

TO: **Ms. Ganessa Rose L. Gongora-Cuevas**

RE: **Designation as Head, Knowledge Management**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **December 27, 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 **Head, Knowledge Management**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Develop and implement a knowledge management strategy aligned with VSU's research, extension, and innovation goals.
2. Establish, maintain, and oversee digital and physical repositories for research outputs, publications, data, and institutional knowledge.
3. Facilitate the efficient dissemination of knowledge and research findings to internal and external stakeholders through appropriate channels.
4. Conduct training and workshops on knowledge management practices, tools, and systems for faculty and staff.
5. Foster partnerships with local, national, and international institutions to facilitate knowledge exchange and collaborative initiatives.
6. Formulate and enforce policies related to knowledge sharing, intellectual property, and data management.
7. Regularly assess the effectiveness of knowledge management systems and recommend improvements for better usability and impact.
8. Provide knowledge-related support for research and extension programs to ensure that resources are accessible and organized.
9. Leverage digital tools and platforms to enhance knowledge storage, sharing, and retrieval processes.
10. Perform other tasks assigned by the Vice President for Research, Extension, and Innovation or the University President.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 2
FM-OOP-01
V05 06-06-2024
No. 24-1012

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies. This designation will take effect **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.