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Office of the President

2 January 2012

MEMORANDUM NO. 51

Series of 2012

T O: Dr. Victor B. Asio

R E: Designation as Unit Head and Journal Editor of the Annals of Tropical Research (ATR)

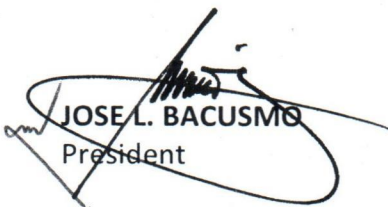
By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the VP for Research and Extension, you are hereby designated Unit Head and Journal Editor of the Annals of Tropical Research (ATR) effective January 2, 2012 until December 31, 2012 or unless sooner revoked or terminated by higher authorities.

As Unit Head and Journal Editor, you are expected to perform the following duties and responsibilities:

- Take charge of the general operation and management of the ATR as a unit
- Supervise the work of the support staff
- Chair the Editorial Board of the publication
- Give the Vice President for R & E a quarterly update of the operational status of the unit including its publication releases and financial status from journal subscriptions
- Present the annual accomplishments and plans of the unit during the year-end consultative forum with unit heads under OVPRE

With this designation you will be given equivalent workload units.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPRE OVPL
OVPPRG OVPAF
OUS Deans
ODF/Budget Directors
ODAHRD PRPEO
IASO Accounting
COA Cash
Records File