

MEMORANDUM NO. 177  
Series of 2025

TO: **Dr. Hanzel N. Mejia**

RE: **Designation as Head, International Mobility**

FROM:   
**DR. PROSE IVY G. YEPES**  
University President

DATE: **January 17, 2025**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, International Mobility** effective immediately until December 31, 2025, or unless sooner revoked or terminated by higher authorities.

1. Design and implement strategies for both physical and virtual mobility for students, faculty, staff, programs, projects, and policies.
2. Ensure all students, faculty, and staff have access to global education opportunities, both physical and virtual.
3. Advocate for funding, financial aid, and infrastructure to support diverse participants in mobility programs.
4. Monitor and evaluate mobility opportunities for equity and inclusivity
5. Oversee the application of financial aid to study abroad programs.
6. Facilitate access to scholarships and additional funding for international students.
7. Identify funding sources and support faculty and staff applications for in-person and virtual mobility initiatives.
8. Facilitate re-entry programs to help participants integrate mobility experiences into their academic, professional, and personal development.
9. Develop and promote opportunities for faculty and staff to teach, research, and collaborate internationally.
10. Support participation in domestic and international conferences, virtual exchanges, and partnerships.
11. Advocate for administrative support, funding mechanisms, and professional development programs to encourage intercultural competence.
12. Promote the use of technology for virtual mobility, such as COIL (Collaborative Online International Learning), virtual exchanges, and research collaborations.
13. Ensure adequate training and resources for participants in virtual mobility initiatives.
14. Assess the effectiveness and impact of mobility initiatives through data collection and analysis.
15. Act as a key point of contact and advocate for mobility programs within and outside VSU.
16. Organize workshops and training programs to enhance intercultural competence among faculty, staff, and students.

**OFFICE OF THE PRESIDENT**

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

17. Encourage integration of global and diverse perspectives into teaching, research, and service.
18. Ensure the successful implementation of the VSU Internationalization plan related to international mobility.
19. Perform other tasks assigned by the Director for International Affairs and Relations.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.