



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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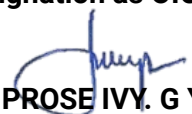
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MEMORANDUM NO. 1014

Series of 2024

TO: **Dr. Santiago T. Peña, Jr.**

RE: **Designation as OIC Head, Scientific Publications**

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 **OIC Head, Scientific Publications**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Oversee the editorial process for all scientific publications, including journals, research reports, and conference proceedings, ensuring high-quality outputs.
2. Manage the entire publication lifecycle, from manuscript submission to final dissemination, ensuring timely and efficient workflows.
3. Formulate and implement publication policies and guidelines to maintain ethical standards and uphold the credibility of scientific outputs.
4. Facilitate the peer review process by identifying and engaging qualified reviewers to ensure the academic rigor of submissions.
5. Promote the dissemination of published research through appropriate platforms, networks, and indexing services to enhance visibility and impact.
6. Organize workshops and training for researchers on scientific writing, publishing ethics, and navigating the publication process.
7. Ensure that all publications meet institutional and international standards, including proper formatting, citation, and adherence to ethical guidelines.
8. Collaborate with researchers, editors, and external partners to expand the reach and reputation of the VSU's scientific publications.
9. Maintain a repository or database of all institutional publications and monitor citation metrics to track research impact.
10. Perform other tasks assigned by the Vice President for Research, Extension, and Innovation or the University President.

OFFICE OF THE PRESIDENT

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Page 1 of 2
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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.