



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM NO. 516**  
Series of 2024

**TO: Dr. Janet Alexis A. De Los Santos**

**RE: Designation as Managing Editor of the Annals of Tropical Research (ATR)**

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

**DATE: June 10, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Managing Editor of the Annals of Tropical Research (ATR)** effective **June 3, 2024 until December 31, 2024** or unless sooner revoked or terminated by higher authorities.

As Managing Editor you are tasked to:

1. Supervise the day-to-day operations of the ATR, ensuring that the journal meets publication deadlines without compromising the quality.
2. Contribute to analyzing strengths and weaknesses of ATR's editorial process to institute measures for continued improvement.
3. Assist the Editor-in-Chief and Editorial Board in developing and implementing editorial policies.
4. Coordinate with authors, reviewers, and editorial board members.
5. Handle any ethical issues or conflicts of interest that arise.
6. Promote the journal and network within the academic community.
7. Represents ATR in the absence of the Editor-in-Chief.

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

Please be guided accordingly.

**OFFICE OF THE PRESIDENT**

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