



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Memorandum No. 992
Series of 2024

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

RE: **Designation as Director, International Affairs and Relations**

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

DATE: **December 27, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director, International Affairs and Relations** effective **January 2, 2025 until December 31, 2025** or unless sooner revoked or terminated by higher authorities. You are tasked to do the following:

1. Initiates and facilitates the formulation of internationalization plans, programs and activities strategies according to the mandates of a certain faculty/department/unit in the university;
2. Creates opportunity for the development of partnerships with external organizations and institutions;
3. Initiates development of linkages with local and international institutions, both public and private;
4. Recommends partnership opportunities to the University President;
5. Coordinates with the offices/units to ensure proper implementation of internationalization policies and guidelines and compliance to statutory and regulatory requirements;
6. Facilitates the formalization of agreement between VSU and its international partners and networks;
7. Facilitates in the drafting and signing of Memorandum of Understanding (MOU) and/or Memorandum of Agreements (MOAs) with an international partner;
8. Monitors the status of all partnership, networking and linking activities of VSU;
9. Submits university-wide monthly consolidated reports on the status of partnership or collaboration of the university with local and international partners to the University President;
10. Promotes VSU's academic programs and research thrusts globally;

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Page 1 of 2
FM-OOP-01
V05 06-06-2024
No. 24-992

11. Develops strategic alliances and management of institutional partnerships and collaborations including VSU's membership in academic networks.
12. Provides information and advice to the VSU faculty, staff and students regarding the different international programs available that are within the scope of the university.
13. Promotes and handle student mobility to and from foreign institutions;
14. Ensures the presence of VSU at international educational meetings and forums;
15. Facilitates the visits to the University by foreign academics and scientists as well as the official travels of VSU faculty and staff;
16. Plans and manages international visits by VSU key officials;
17. Spearheads the development and implementation of the VSU Internationalization Plan.
18. Performs other tasks assigned by the University President.

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

For your information, proper guidance, and usual support.

cc: Unit Heads
 Office Directors
 College Deans
 Chancellors
 Vice President