



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
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MEMORANDUM NO. 1120

Series of 2024

TO: **Dr. Ulderico B. Alviola**

RE: **Designation as Head, Publishing Office**

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

1. Manage the planning, editing, design, and production of academic, research, and institutional publications, ensuring adherence to quality standards and timelines.
2. Lead and coordinate staff involved in editorial, design, and publishing tasks to produce quality outputs.
3. Monitor publications to ensure compliance with intellectual property laws, academic integrity, and institutional branding guidelines.
4. Collaborate with concerned offices and units to facilitate the dissemination of academic outputs through printed and digital platforms.

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 on **January 3, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPSAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	

OFFICE OF THE PRESIDENT

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