



24 February 2022

**MEMORANDUM NO. \_ 167**  
Series of 2022

**T O: Dr. Ana Marquiza M. Quilicot**  
**R E: Designation as Head for International Affairs**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head for International Affairs effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Promote VSU's academic programs and research thrusts globally;
2. Develop strategic alliances and management of institutional partnerships and collaborations including VSU's membership in academic networks.
3. Provide information and advice to the VSU faculty, staff and students regarding the different international programs available that are within the scope of the university.
4. Promote and handle student mobility to and from foreign institutions;
5. Ensure the presence of VSU at international educational meetings and forums;
6. Facilitate the visits to the University by foreign academics and scientists as well as the official travels of VSU faculty and staff;
7. Plan and manages international visits by key VSU officials;
8. Spearhead the development and implementation of the VSU Internationalization Plan.

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

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	OVPAA	Cash
	OVPAF	Registrar
	OVPPRGAS	ODF/Budget
	OVPREI	COA
	OVPASAS	ODHRM/RSPPRO
	OUS	OHIA
	Deans	Accounting
	Directors	Records
	IAO	File