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OFFICE OF THE  
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**Memorandum No. 73**  
Series of 2025

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

**RE: Designation as Managing Editor of the Annals of Tropical Research Journal**

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

**DATE: January 10, 2025**

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 **Managing Editor of the Annals of Tropical Research Journal**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Manage the editorial process, from manuscript submission to publication, ensuring efficiency and compliance with timelines.
2. Serve as the primary point of contact for authors, reviewers, and editorial board members.
3. Ensure manuscripts meet formatting, citation, and ethical standards prior to publication.
4. Coordinate the production of journal issues, including layout, proofreading, and online publication.
5. Track and analyze journal performance metrics (e.g., citation impact, traffic) and provide regular updates to the Editor-in-Chief.
6. Ensure compliance with DOAJ and other indexing requirements to uphold the journal's reputation as an open-access publication.

Anent to this, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies. This designation will take effect **immediately until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

**OFFICE OF THE PRESIDENT**

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