



12 April 2021

MEMORANDUM NO. 401

Series of 2021

T O: **Dr. Victor B. Asio** - **Content Officer**
Dr. Rotacio S. Gravoso - **Assistant Content Officer**
Mr. Ivan Joseph Gumaod - **IT In-charge**

R E: **Appointment as VSU Representative to IRIS Digital Commons**

You are hereby appointed as VSU Representative to IRIS Digital Commons. Please constitute yourselves to formulate plans and ensure VSU's contributions to the IRIS Digital Commons.

Your duties are as follows:

Content Officer

1. Screen materials (publications, research and innovation projects-completed and ongoing, and others) of their appropriateness to be contributed to the IRIS Digital Commons;
2. Ensure that the contributions to the IRIS Digital Commons are not in violation of existing copyright/intellectual property agreements or infringements;
3. Ensure that the contributions to the IRIS Digital Commons are meritorious with regards to
 - a. Analytical/theoretical depth
 - b. Methodological accuracy
 - c. Intellectual honesty
 - d. Research ethics and integrity
 - e. Overall scholarly/research quality (including grammar, spelling, and others)
 - f. Contributions to the field
 - g. Other metrics that the IRIS Scientific Advisors may recommend
4. Ensure that the contributions to be uploaded conform to the design and format required by IRIS Digital Commons.

Assistant Content Officer

1. Assist the Content Officer in
 - a. Screening materials (publications, research and innovation projects-completed and ongoing, and others) of their appropriateness for uploading to the IRIS Digital Commons;
 - b. Ensuring that the contributions to the IRIS Digital Commons are conformant to the requirements of IRIS Digital commons concerning
 - i. Copyright/intellectual property agreements or infringements,
 - ii. Quality (analytical/theoretical depth, methodological accuracy, intellectual honesty, research ethics and integrity, scholarly quality, contribution to the field, other metrics as recommended by the IRIS Scientific Advisors,
 - iii. Prescribed design and format.

IT In-charge

1. Provide technical assistance to the Content Officer and the Assistant Content Officer in uploading contributions to the IRIS Digital Common;
2. Assist the Content Officer and the Assistant Content Officer in updating VSU's contributions to the IRIS Digital Commons.

Moreover, 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