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MEMORANDUM NO. 175
Series of 2025

TO: Dr. Cyrill John P. Godinez

RE: Designation as Head, International Partnerships

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: January 17, 2025

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Instructional Affairs and Relations, you are hereby designated as **Head, International Partnerships** effective immediately until December 31, 2025, or unless sooner revoked or terminated by higher authorities.

1. Identify, evaluate, and establish partnerships with institutions, organizations, governments, and communities abroad.
2. Align partnerships with VSU's mission, vision, and internationalization goals.
3. Ensure adherence to ethical standards and mutual benefit in all partnerships.
4. Foster sustainability in collaborations to ensure long-term viability.
5. Develop institutional guidelines for selecting and managing partnerships.
6. Create procedures for record-keeping and relationship evaluation of international partnerships
7. Oversee student exchanges, education abroad arrangements, and other forms of curricular collaboration.
8. Facilitate joint research projects, development initiatives, and capacity-building efforts.
9. Establish strong long-distance communication plans with partners.
10. Act as a liaison to ensure clear and effective communication across cultural, academic, and national boundaries.
11. Provide guidance and resources to faculty, staff, and students engaged in international collaborations.
12. Regularly assess the effectiveness, mutual benefits, and sustainability of partnerships.
13. Update and refine partnership strategies based on evaluations and feedback.
14. Ensure the successful implementation of the VSU Internationalization plan related to international partnerships.
15. Perform other tasks assigned by the Director for International Affairs and Relations.

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

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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Page 1 of 1
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