



MEMORANDUM NO. 439

Series of 2024

TO: **Engr. Hanzel N. Mejia**

RE: **Designation as Head, International Affairs Office**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 21, 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 for the International Affairs Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Initiates and facilitates the formulation of internationalization plans, programs and activities and strategies according to the mandates of a certain college/department/unit in the university;
2. Creates opportunity for the development of partnerships with external organizations and institutions;
3. Initiates development of linkages with local and international institutions, both public and private;
4. Recommends partnership opportunities to the University President;
5. Coordinates with the offices/units to ensure proper implementation of internationalization policies and guidelines and compliance to statutory and regulatory requirements;
6. Facilitates the formalization of agreement between VSU and its international partners and networks;
7. Facilitates in the drafting and signing of Memorandum of Understanding (MOU) and/or Memorandum of Agreements (MOAs) with an international partner;
8. Monitors the status of all partnership, networking and linking activities of VSU;
9. Submits university-wide monthly consolidated reports on the status of partnership or collaboration of the university with local and international partners to the University President;
10. Promotes VSU's academic programs and research thrusts globally;
11. Develops strategic alliances and management of institutional partnerships and collaborations including VSU's membership in academic networks.
12. Provides information and advice to the VSU faculty, staff and students regarding the different international programs available that are within the scope of the university.
13. Promotes and handle student mobility to and from foreign institutions;
14. Ensures the presence of VSU at international educational meetings and forums;
15. Facilitates the visits to the University by foreign academics and scientists as well as the official travels of VSU faculty and staff;

16. Plans and manages international visits by key VSU officials;
17. Spearheads the development and implementation of the VSU Internationalization Plan.
18. Performs other tasks assigned by the University President.

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 **May 22, 2024 until December 31, 2024** 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	