



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015
www.tuv.com
ID: 9108658749

Memorandum No. 72
Series of 2025

TO: Dr. Harvie P. Portugaliza

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

1. Provide overall leadership and direction for the journal to ensure alignment with its academic and research objectives.
2. Establish and enforce editorial policies to maintain the journal's quality and ethical standards.
3. Oversee the peer review process to ensure timely, impartial, and rigorous review of manuscripts.
4. Drive efforts to maintain and improve the journal's indexing, accreditation, and adherence to open-access best practices.
5. Lead and coordinate the activities of the editorial board, ensuring active participation and contribution from all members.
6. Represent the journal in academic and professional forums to enhance its visibility and reputation.

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

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-01
V05 06-06-2024
No. **25-72**