



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
 Lucban, Quezon

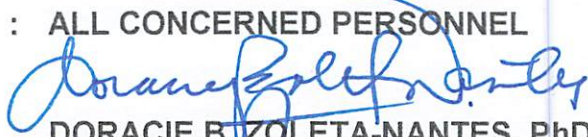


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## OFFICE OF THE PRESIDENT

**SPECIAL ORDER**  
**No. 088 s. 2022**

**TO** : ALL CONCERNED PERSONNEL  
  
**DORACIE B. ZOLETA-NANTES, PhD**  
**FROM** : University President  
**RE** : Designation of Editorial Board Members of TILAMSIK: The Southern Luzon Journal of Social Sciences and Humanities  
**DATE** : July 21, 2022

XXX-----XXX

In the exigency of service, you are hereby designated as members of the Editorial Board of *TILAMSIK: The Southern Luzon Journal of Social Sciences and Humanities* for a period of two (2) years, commencing from the date of this special order.

**Editor-in-Chief** **Dr. Nicanor L. Guinto**  
 Director, Office of Research Services

**Associate Editors** **Dr. Leomar Miano**  
 Head, Gender and Development & concurrent OIC-Director,  
 Extension Services  
**Gino A. Cabrera MPsy, Rpm**  
 Head, Career and Job Placement Services

**Managing Editor** **Alpha Rose A. Alvarez**  
 Project Development Assistant, ORS

The Editor-in-Chief is hereby advised to convene the members to act on the matter immediately upon receipt of this Order.

You are expected to perform the following functions:

|                    |   |
|--------------------|---|
| 1. Editor-in-Chief | <ul style="list-style-type: none"> <li>Acts as the senior authority and takes the overall responsibility for the regular issue of the journal;</li> </ul> |
|--------------------|---|



## OFFICE OF THE PRESIDENT

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|                     | <ul style="list-style-type: none"><li>• Coordinates with the journal's International Advisory Board on important concerns and decisions about the journal;</li><li>• Handles the peer review of papers, selects appropriate reviewers, and on the basis of the received reviews and their own opinion, makes decisions on the acceptability of the paper for publication;</li><li>• Implements strategies for increasing the number of high-quality submissions, usage, citations, and other measures of success for the journal;</li><li>• Raised the profile of the journal through active promotion and soliciting high-quality papers for publication; and;</li><li>• Deals with issues concerning research and publication misconduct according to the guidelines of the University Research Ethics Committee (UREC)</li></ul> |
| 2. Associate Editor | <ul style="list-style-type: none"><li>• Invites the reviewers to join a project, monitor the work of the reviewers, and announce the final decision made for the article.</li><li>• Liaises with authors, reviewers, and board members;</li><li>• Writes short editorials, news, and research highlights; and,</li><li>• Carries out heavy developmental/technical editing of manuscripts.</li></ul>  |
| 3. Managing Editor  | <ul style="list-style-type: none"><li>• Directly supervises the operations of the publication, and reports to the editor -in-chief;</li><li>• Prepares all necessary documents needed for the procurement of services for the printing of journals;</li><li>• Prepares all necessary documents for the payment of incentives or the ETL allocation of the reviewers, whichever is applicable;</li><li>• Works in the office – it is to suggest ideas, assign articles, handle problems, keep the staff on schedule, and answer questions from editors; and,</li><li>• Serves as the communication link to all the members of the Editorial Board</li></ul>  |

For information and guidance.