



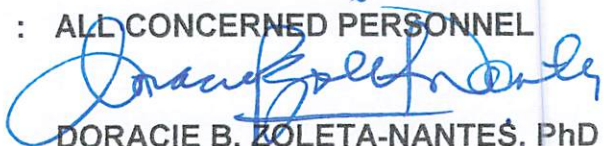
Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



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SPECIAL ORDER
No. 087 s. 2022

TO : ALL CONCERNED PERSONNEL

FROM : DORACIE B. ZOLETA-NANTES, PhD
University President
RE : Designation of Editorial Board members of SIYASIG: The
Southern Luzon Journal of Science
DATE : July 21, 2022

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In the exigency of service, you are hereby designated as members of the editorial board of *SIYASIG: The Southern Luzon Journal of Science* for a period of two (2) years, commencing from the date of this special order.

Editor-in-Chief **Wilfredo B. Barrera, Jr.**
Instructor III
Associate Editors **Dr. Renato R. Maaliw DIT**
Dean of College of Engineering
Julietta A. Lindo
Program Chair, BS Biology
Managing Editor **April Arianne A. de Leon**
Education Program Specialist I, 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">• Acts as the senior authority and takes the overall responsibility for the regular issue of the journal;• Coordinates with the journal's International Advisory Board on important concerns and decisions about the journal;• Handles the peer review of papers, selects appropriate reviewers, and on the basis of the received reviews and their own opinion, makes
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	<p>decisions on the acceptability of the paper for publication;</p> <ul style="list-style-type: none">• Implements strategies for increasing the number of high-quality submissions, usage, citations, and other measures of success for the journal;• Raised the profile of the journal through active promotion and soliciting high-quality papers for publication; and;• Deals with issues concerning research and publication misconduct according to the guidelines of the University Research Ethics Committee (UREC)
2. Associate Editor	<ul style="list-style-type: none">• Invites the reviewers to join a project, monitor the work of the reviewers, and announce the final decision made for the article.• Liaises with authors, reviewers, and board members;• Writes short editorials, news, and research highlights; and,• Carries out heavy developmental/technical editing of manuscripts.
3. Managing Editor	<ul style="list-style-type: none">• Directly supervises the operations of the publication, and reports to the editor -in-chief;• Prepares all necessary documents needed for the procurement of services for the printing of journals;• Prepares all necessary documents for the payment of incentives or the ETL allocation of the reviewers, whichever is applicable;• Works in the office – it is to suggest ideas, assign articles, handle problems, keep the staff on schedule, and answer questions from editors; and,• Serves as the communication link to all the members of the Editorial Board

For information and guidance.

