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OFFICE OF THE
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MEMORANDUM CIRCULAR NO. 50
Series of 2025

TO: All Concerned

RE: Succession Order of Officers-in-Charge in the Absence of the Dean, Faculty of Engineering

FROM: PROSE IVY G. YEPES, EdD
University President

For and on behalf of the University President:

DR. GLENN G. PAJARES
Vice President for Planning and Development

DATE: February 7, 2025

To ensure continuity and effective leadership in the event that the Dean, Faculty of Engineering is out of the office due to official travel, business, or any other reason, it is crucial for our university to have a clear succession plan in place. The undersigned would like to outline the succession order of Officers-in-Charge (OICs) to be followed in such circumstances:

1. Head, Department of Geodetic Engineering (DGE)
2. Head, Department of Civil Engineering (DCE)
3. Head, Department of Agricultural and Biosystems Engineering (DABE)
4. Head, Department of Mechanical Engineering (DME)

As such, the Head of DGE shall automatically serve as the OIC in the absence of the Director; the Head of DCE in the absence of the Dean and DGE Head; the Head of DABE in the absence of the Dean, DGE Head and DCE Head; and the Head of DME in the absence of the Dean, DGE Head, DCE Head and DABE Head.

This designation enjoins you to perform and manage the day-to-day operations of the office and discharge its functions. You shall consult her on critical matters before a decision is made especially those that compromise the University.

Moreover, you shall represent him/her or the office during meetings, conference and those important activities during her absence.

For you information and usual support.

OFFICE OF THE PRESIDENT

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