

MEMORANDUM CIRCULAR NO. 45
Series of 2025

TO: All Concerned

**RE: Succession Order of Officers-in-Charge in the Absence of the Director,
Advanced Research and Innovation Center**

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 Director, ARIC 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. Dr. Edgardo E. Tulin | - Affiliate Faculty, ARI Center |
| 2. Ms. Chinelo M. Cardaño | - Faculty, ARI Center |
| 3. Ms. Jo Jane D. Atok | - Faculty, ARI Center |

As such, Dr. Tulin shall automatically serve as the OIC in the absence of the Director; Ms. Cardaño in the absence of the Director and Dr. Tulin; and Ms. Atok in the absence of the Director, Dr. Tulin and Ms. Cardaño.

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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