



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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

MEMORANDUM CIRCULAR NO. 204
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Secretary of the Graduate School

FROM: DR. PROSE IVY G. YEPES
University President

DATE: September 5, 2024

To ensure continuity and effective leadership in the event that the Secretary of the Graduate School 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. Justine Bennette H. Millado
2. Asst. Prof. Sheena Mae P. Lubrio
3. Assoc. Prof. Roden D. Troyo

As such, Dr. Millado shall automatically serve as the OIC in the absence of the Graduate School Secretary; Asst. Prof. Lubrio in the absence of the Dr. Millado and the Graduate School Secretary; and Assoc. Prof. Troyo in the absence of the Dr. Millado, Asst. Prof. Lubrio and the Graduate School Secretary.

This designation enjoins you to perform and manage the day-to-day operations of the office and discharge its functions. You shall consult him/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 his/her absence.

For your information and usual support.

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-00P-02
V05 06-06-2024
No. 24-204