



VISAYAS
STATE UNIVERSITY


**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 155
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Dean of Students

FROM:  DR. PROSE IVY G. YEPES
University President

DATE: July 11, 2024

To ensure continuity and effective leadership in the event that the Dean of Students 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. Ms. Chona A. Brit - Head, Student Welfare Services Office (SWSO)
2. Mr. Junito A. Panonce- Head, Student Scholarship Grants & Awards Office (SSGAO)
Head, Institutional Student Program & Services Office (ISPSO)
3. Ms. Christine Cyrene T. Taay - Head, Student Development Services Office (SDSO)
4. Mr. Kent Jan A. Beldia - Head, Career Job Placement Services Office (CJPSO)

As such, the Head of SWSO shall automatically serve as the OIC in the absence of the Dean; the Head of SSGAO in the absence of the Dean and the Head of SWSO; the Head of SSGAO & ISPSO in the absence of the Dean, Head of SWSO and the Head of SSGAO; the Head of SDSO in the absence of the Dean, Head of SWSO, Head of SSGAO&ISPSO, and the Head of CJPSO in the absence of the Dean, Head of SWSO, Head of SSGAO&ISPSO and Head of SDSO.

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

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