



**MEMORANDUM CIRCULAR NO. 132**  
Series of 2024

**TO: All Faculty and Staff**

**RE: Succession Order of Officers-in-Charge in the Absence of the Chief Librarian**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: June 4, 2024**

To ensure continuity and effective leadership in the event that the Chief Librarian 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 of Technical Services
2. Head of VSU-IHS Library
3. Head of Readers and Reference Services
4. Serials and Acquisitions Librarian
5. Circulation Librarian
6. Head, Institutional Students Program and Services Office

As such, the Head of the Technical Services shall automatically serve as the OIC in the absence of the Chief Librarian; the Head of the VSU-IHS Library in the absence of the Chief Librarian and Head of the Technical Services; the Head of Readers and Reference Services in the absence of the Chief Librarian and Head of VSU-IHS Library; the Serials and Acquisitions Librarian in the absence of the Head of Technical Services, Head of VSU-IHS Library, and Head of Readers and Reference Services; the Circulation Librarian in the absence of the Chief Librarian, Head of Technical Services, Head of VSU-IHS Library, Head of Readers and Reference Services and Serials and Acquisitions Librarian and the Head of ISPSO in the absence of the Chief Librarian, Head of Technical Services, Head of VSU-IHS Library, Head of the Readers and Reference Services, Serials and Acquisitions Librarian and the Circulation Librarian.

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

Moreover, you shall represent him or the office during meetings, conference and those important activities during his 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](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000