



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**





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MEMORANDUM CIRCULAR NO. 262
Series of 2024

TO: All Concerned

RE: Succession Order of Officers-in-Charge in the Absence of the GRC OIC Head

FROM:  DR. PROSE IVY G. YEPES 
University President

DATE: November 8, 2024

To ensure continuity and effective leadership in the event that the GRC OIC Head 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. Gina A. Delima – Assistant Professor III, ISRDS
2. Dr. Lilian B. Nuñez – Director, ISRDS and College Dean, CME

As such, Ms. Delima shall automatically serve as the OIC in the absence of the OIC Head; and Dr. Nuñez in the absence of the OIC Head and Ms. Delima.

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.

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