



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 143
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Head of the Admissions Office

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 21, 2024

To ensure continuity and effective leadership in the event that the Head of the Admissions Office 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. Administrative Officer V, AdO
2. Head, Student Development Services
3. Head, Institutional Student Program & Services Office and Student Scholarship Grants & Awards Office

As such, the AO V of the AdO shall automatically serve as the OIC in the absence of the Admissions Head; the Head for Student Development Services in the absence of the Admissions Head and AO V of the AdO; and the Head for Institutional Student Program & Services Office and Student Scholarship Grants & Awards Office in the absence of the Admissions Head, AO V and the Student Development Services Head.

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 | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-02
V05 06-06-2024
No. **24-143**